

FY2016 Affiliate/Sub-office Abstract
*****Each Abstract must be limited to 3 pages*****

National Agency	International Rescue Committee, Inc.	Affiliate Code	AZIRC01
Office State	Arizona	Office City	Glendale
Office Name	The IRC in Phoenix		
Office Address	4425 W. Olive, #400, Glendale, AZ 85302		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY2015	9.72	0.72	91
FY2016	11.61	0	83

CASELOAD STATISTICS (number of individuals)	FY2014 Actual Arrivals					837
	FY2015 Acknowledged Capacity					895
	FY2015 Anticipated Arrivals					950
PROPOSED FY2016	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity	30	80	10	25	60	205
No U.S. Tie Capacity	235	20	0	25	475	755
Total Capacity	265	100	10	50	535	960

FY2014 R&P PERIOD REPORT OUTCOMES			
R&P Period Employment % (individuals):	30.37%	R&P Period Out-Migration % (individuals):	11.23%
Total R&P Period Reports Submitted for FY2014 (number of cases/number of individuals):		305/837	
Number of reports showing social security card application as late or incomplete			9
Number of reports showing enrollment in cash assistance as late or incomplete			7
Number of reports showing enrollment in medical assistance as late or incomplete			8
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			7
Number of reports showing enrollment in ESL as late or incomplete			8
Number of reports showing enrollment in employment services as late or incomplete			10
Number of reports showing school enrollment of minor child as late or incomplete			6
Number of reports showing health screening as late or incomplete			8
Number of reports showing enrollment in other services as appropriate as late or incomplete			11
Number of reports showing household income not exceeding expenses			0
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			0

RECENT/PROPOSED CASELOAD	
Nationalities served FY2014–FY2015	Afghanistan, Bhutan, Burma, Central African Republic, Colombia, Cuba, Dem. Rep. Congo, Eritrea, Ethiopia, Iran, Iraq, Nepal, Pakistan, Palestine, Republic of South Sudan, Rwanda, Somalia, Sudan, Syria
Proposed nationalities FY2016	Afghanistan, Bhutan, Burma, Central African Republic, Colombia, Cuba, Dem. Rep. Congo, Eritrea, Ethiopia, Iran, Iraq, Nepal, Pakistan, Palestine, Republic of South Sudan, Rwanda, Somalia, Sudan, Syria
Languages available on staff to support the proposed caseload	Amharic, Arabic, Assyrian, Bembe, Burmese, Chaldean, Dari, Dinka, Farsi, French, Hakka Chin, Hindi, Kayah, Karen, Kinyamulenge, Kinyarwanda, Kirundi, Kiswahili, Kunama, Kurdish, Lingala, Luo (Acholi), Malay, Nepali, Oromo, Pashto, Russian, Rohingya, Sango, Somali, Spanish, Swahili, Thai, Tamil, Tigrinya, Turkish, Urdu, Uzbek, Zo
Languages available from within the community of resettlement to support the proposed caseload	Amharic, Arabic, Arakan, Assyrian, Bembe, Bengali, Burmese, Chaldean, Dari, Farsi, Falam, French, Hakka Chin, Hindi, Indonesian, Italian, Kayah, Karen, Kinyamulenge, Kinyarwanda, Kirundi, Kiswahili, Kunama, Lingala, Luo (Acholi), Malay, Matu, Nepali, Oromo, Pashto, Russian, Rohingya, Sango, Somali, Spanish, Swahili, Thai, Tedim, Tamil, Tigrinya, Turkish, Urdu, Uzbek, Zo
Other language resources used	Certified Languages International (a telephonic interpreter) is used if live interpreter is unavailable for short term, immediate need situations only.

SITE RATIONALE	
Number of other affiliates present	3
Local overall unemployment rate	4.8%
Available jobs	Hospitality (housekeeping, dishwasher, steward, houseman, maintenance, laundry), warehouse (picking, packing), security guard, retail (stocker, cashier, shipping, warehouse receiving), caregiver, manufacturing (sorter), landscaping (groundskeeper).
Average starting wage	\$8.83 for full-time positions; 92% of positions are full-time; 87% of full-time positions offered benefits.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$574 Available: Always 2-Bedroom: \$679 Available: Always 3-Bedroom: \$986 Available: Always
Average wait time for newly arrived refugees to receive a health screening	14 days

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	Yes
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	Yes

1. Health Care Access and Refugees with Special Needs: The IRC in Phoenix is capable of serving a wide range of cases, including clients with complex medical needs, clients with mental health concerns, large families, single-headed households, most single cases, clients with disabilities, elderly clients and LGBTI clients. It has been difficult, however, to ensure adequate service provision for single disabled adults, given the limited options for supportive services in

Arizona. It can take up to eight months to identify appropriate long-term care resources in Phoenix. Adult clients receive \$164 per month in cash assistance during this period, much less than the average rent of \$600. Otherwise, the IRC in Phoenix is equipped to handle challenging medical and mental health cases and has dedicated particular attention to strengthening partnerships with health providers, including SSI/SSDI Outreach, Access, and Recovery (SOAR) and Arizona Long Term Care Services (ALTCS). Dental services are not covered under state Medicaid, but the IRC is able to connect its clients to free or sliding-scale dental services through its strong network of community relationships.

2. Public Outreach: In FY2015, the IRC in Phoenix engaged with a variety of stakeholders in the local community. The IRC in Phoenix has met with the Mayor of Glendale, the Mayor's office of Chandler, several city council offices, establishing key partners in the local political landscape. These meetings opened avenues of support, including a community action program, law enforcement partners, and economic development opportunities. The IRC in Phoenix has participated in the City of Phoenix steering committee to influence the City's General Plan. Additionally, the IRC in Phoenix developed a local employer council and a health committee to increase refugee employment opportunities, develop health programming, and strengthen IRC projects. Outreach efforts included engaging over 700 volunteers to work in community gardens and support economic empowerment initiatives. In FY2016, the Phoenix office will continue outreach to political, economic, educational, medical, and safety entities to build support for refugee resettlement in Phoenix. The office will also focus on strengthening local domestic violence partnerships and continue to partner with Ethnic Community Based Organizations.

3. Financial Resources:

Projected Contributions to the R&P Program						
Type of Donor	FY2014 Actual Cash	FY2014 Actual In-kind Value	FY2015 Estimated Cash	FY2015 Estimated In-kind Value	FY2016 Projected Cash	FY2016 Projected In-kind Value
Foundations/ Corporations	\$25,000	\$5,000	\$25,000	\$5,000	\$25,000	\$5,000
Faith-based/ Community-based Organizations		\$5,000		\$5,000		\$10,000
Fees for Service	\$2,500		\$2,500			
Individuals	\$5,000	\$45,357	\$5,000	\$45,000	\$5,000	\$45,000
Volunteer Hours/Miles		\$55,771		\$55,000		\$55,000
State/County/Local Government:						
Headquarters						
Affiliate/Sub-office						
Other:						
TOTALS	\$32,500	\$111,128	\$32,500	\$110,000	\$30,000	\$115,000
TOTALS PER CAPITA	\$39	\$133	\$36	\$123	\$31	\$120

FY2016 Affiliate/Sub-office Abstract
*****Each Abstract must be limited to 3 pages*****

National Agency	International Rescue Committee, Inc.	Affiliate Code	AZIRC02
Office State	Arizona	Office City	Tucson
Office Name	The IRC in Tucson		
Office Address	2100 N. Kolb Road, Suite 103, Tucson, AZ 85715		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY2015	2.89	0.86	100
FY2016	5.19	0	73

CASELOAD STATISTICS (number of individuals)	FY2014 Actual Arrivals				406	
	FY2015 Acknowledged Capacity				400	
	FY2015 Anticipated Arrivals				375	
PROPOSED FY2016	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity	30	0	0	10	60	100
No U.S. Tie Capacity	245	0	0	10	25	280
Total Capacity	275	0	0	20	85	380

FY2014 R&P PERIOD REPORT OUTCOMES			
R&P Period Employment % (individuals):	20.32%	R&P Period Out-Migration % (individuals):	6.65%
Total R&P Period Reports Submitted for FY2014 (number of cases/number of individuals):		144/406	
Number of reports showing social security card application as late or incomplete			3
Number of reports showing enrollment in cash assistance as late or incomplete			2
Number of reports showing enrollment in medical assistance as late or incomplete			2
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			2
Number of reports showing enrollment in ESL as late or incomplete			2
Number of reports showing enrollment in employment services as late or incomplete			2
Number of reports showing school enrollment of minor child as late or incomplete			1
Number of reports showing health screening as late or incomplete			92
Number of reports showing enrollment in other services as appropriate as late or incomplete			1
Number of reports showing household income not exceeding expenses			0
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			0

RECENT/PROPOSED CASELOAD	
Nationalities served FY2014–FY2015	Afghanistan, Bhutan, Burma, Burundi, Cameroon, Central African Republic, Cuba, Dem. Rep. Congo, Eritrea, Ethiopia, India, Iran, Iraq, Palestine, Russia, Rwanda, Somalia, Sudan, Syria, Turkey
Proposed nationalities FY2016	Afghanistan, Bhutan, Burma, Burundi, Cameroon, Central African Republic, Cuba, Dem. Rep. Congo, Eritrea, Ethiopia, India, Iran, Iraq, Palestine, Russia, Rwanda, Somalia, Sudan, Syria, Turkey
Languages available on staff to support the proposed caseload	Amharic, Arabic, Bosnian, Dari, Farsi, French, German, Hindi, Italian, Kiswahili, Pashto, Somali, Spanish, and Urdu.
Languages available from within the community of resettlement to support the proposed caseload	Arabic, French, Kirundi, Kinyarwanda, Kunama, Nepali, Russian, Tigrinya, Kiswahili, and Spanish.
Other language resources used	Certified Languages International, a telephonic interpreter, is used if live interpreter is unavailable for short term, urgent situations only.

SITE RATIONALE	
Number of other affiliates present	2
Local overall unemployment rate	5.9%
Available jobs	Leisure and hospitality, medical supporting services, care giving services, retail, food services, and central Arizona dairy farms.
Average starting wage	\$8.70 for full-time positions; \$8.41 for part-time positions; 90% of full-time positions offered benefits; 78% of part-time positions offered benefits.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$550.00 Available: Always 2-Bedroom: \$625.00 Available: Always 3-Bedroom: \$800.00 Available: Always
Average wait time for newly arrived refugees to receive a health screening	20 days

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	Yes
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	Yes

1. Health Care Access and Refugees with Special Needs: The IRC in Tucson is well-positioned to serve a wide range of cases, including clients with complex medical needs, clients with mental health needs, most large families, single-headed households, single cases, clients with disabilities, elderly clients, and LGBTI clients. The IRC in Tucson has difficulty resettling large families of 10 or more, however, due to a lack of appropriate housing options. The Tucson office has extensive experience assisting clients with serious, sometimes urgent, medical conditions. Staff develop service plans and contact ambulance services, hospitals and specialists prior to a client's arrival. Client needs are assessed at assurance, at arrival notification, shortly after arrival, and throughout the R&P period. For individuals with special needs, the IRC provides coordinated care through the Intensive Case Management program by conducting standard assessments, developing service plans, and providing comprehensive case management

services to implement the client's service plan. Each case is reviewed, and the need for referral to either internal or external services discussed. An appropriate staff member is then assigned to follow up on the needed referral to secure an initial appointment and to discuss the services with the client.

2. Public Outreach: The IRC in Tucson has established relations with key government officials who oversee employment services, community development and housing. IRC Tucson's Executive Director meets with the City of Tucson's Immigration Task Force, the Tucson Pima Coalition Against Homelessness and the Refugee Integrated Service Provider Network (RISPNET) on a monthly basis. As a result of these contacts, the Mayor of Tucson and several City Council members have become strong refugee advocates and supporters of refugee resettlement. The IRC in Tucson maintains a good working relationship with the Pima County Health Department and has helped the State Refugee Health Coordinator identify a contractor who could successfully execute the medical and TB screening of refugee arrivals. IRC Tucson staff continue to collaborate with community groups such as the Tucson Police Department, the Tucson Unified School District, and the Tucson International Alliance of Refugee Communities to better serve refugees. New partnerships have further enabled the IRC to provide expanded immigration services and find emergency housing solutions for unemployed clients. The IRC in Tucson also offers training workshops and presentations for service providers and partners in the Tucson community to raise awareness of refugee issues. The IRC in Tucson will continue current outreach strategies in FY2016.

3. Financial Resources:

Projected Contributions to the R&P Program						
Type of Donor	FY2014 Actual Cash	FY2014 Actual In-kind Value	FY2015 Estimated Cash	FY2015 Estimated In-kind Value	FY2016 Projected Cash	FY2016 Projected In-kind Value
Foundations/ Corporations	\$240		\$10,000		\$10,000	\$10,000
Faith-based/ Community-based Organizations						
Fees for Service						
Individuals						
Volunteer Hours/Miles		\$138,971		\$138,971		\$138,971
State/County/Local Government:						
Headquarters			\$25,776			
Affiliate/Sub-office						
Other:						
TOTALS	\$240	\$138,971	\$35,776	\$138,971	\$10,000	\$148,971
TOTALS PER CAPITA	\$1	\$342	\$89	\$347	\$26	\$392

FY2016 Affiliate/Sub-office Abstract
*****Each Abstract must be limited to 3 pages*****

National Agency	International Rescue Committee, Inc.	Affiliate Code	CAIRC01
Office State	California	Office City	Glendale
Office Name	The IRC in Los Angeles		
Office Address	625 North Maryland Avenue, Glendale, CA 91206		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY2015	5.75	1.02	96
FY2016	7.00	0.76	98

CASELOAD STATISTICS (number of individuals)	FY2014 Actual Arrivals					834
	FY2015 Acknowledged Capacity					740
	FY2015 Anticipated Arrivals					650
PROPOSED FY2016	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity	0	10	0	15	705	730
No U.S. Tie Capacity	10	0	0	0	20	30
Total Capacity	10	10	0	15	725	760

FY2014 R&P PERIOD REPORT OUTCOMES			
R&P Period Employment % (individuals):	9.56%	R&P Period Out-Migration % (individuals):	1.56%
Total R&P Period Reports Submitted for FY2014 (number of cases/number of individuals):		502/834	
Number of reports showing social security card application as late or incomplete			0
Number of reports showing enrollment in cash assistance as late or incomplete			0
Number of reports showing enrollment in medical assistance as late or incomplete			0
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			0
Number of reports showing enrollment in ESL as late or incomplete			0
Number of reports showing enrollment in employment services as late or incomplete			0
Number of reports showing school enrollment of minor child as late or incomplete			0
Number of reports showing health screening as late or incomplete			0
Number of reports showing enrollment in other services as appropriate as late or incomplete			0
Number of reports showing household income not exceeding expenses			0
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			0

RECENT/PROPOSED CASELOAD	
Nationalities served FY2014–FY2015	Afghanistan, Burma, Cuba, Iran, Iraq, Lebanon, Pakistan, Somalia, Uzbekistan
Proposed nationalities FY2016	Afghanistan, Burma, Cuba, Iran, Iraq, Lebanon, Somalia, Syria, Uzbekistan
Languages available on staff to support the proposed caseload	Armenian, Bosnian, Dari, Farsi, French, German, Hindi, Italian, Serbo-Croatian, Spanish, Tagalog
Languages available from within the community of resettlement to support the proposed caseload	Arabic, Assyrian, Burmese, Karen, Mandarin, Pashto, Russian
Other language resources used	None

SITE RATIONALE							
Number of other affiliates present	4						
Local overall unemployment rate	7.7%						
Available jobs	Food service, sales, retail service, warehouse service, technology						
Average starting wage	\$12.74 for full-time positions; 71% full-time; 22% of full-time positions offered benefits.						
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	<table> <tr> <td>1-Bedroom: \$1,100</td><td>Available: Sometimes</td></tr> <tr> <td>2-Bedroom: \$1,400</td><td>Available: Sometimes</td></tr> <tr> <td>3-Bedroom: \$1,800</td><td>Available: Sometimes</td></tr> </table>	1-Bedroom: \$1,100	Available: Sometimes	2-Bedroom: \$1,400	Available: Sometimes	3-Bedroom: \$1,800	Available: Sometimes
1-Bedroom: \$1,100	Available: Sometimes						
2-Bedroom: \$1,400	Available: Sometimes						
3-Bedroom: \$1,800	Available: Sometimes						
Average wait time for newly arrived refugees to receive a health screening	14 days						

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	Yes
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	Yes

1. Health Care Access and Refugees with Special Needs: The IRC in Los Angeles is able to serve a wide variety of cases, with no notable exceptions. Strong, long-standing community relationships enable the office to support effective service delivery for refugees with special needs, including clients with medical and mental health issues, clients with disabilities, elderly clients, cases with diverse family sizes, and LGBTI clients. The IRC refers victims of torture to LAFLA, CAST and the Program for Torture Victims. The IRC serves LGBTI refugees and, when necessary, refers them for specialized services through the Los Angeles Gay & Lesbian Center, which also has a strong transgender services program. The IRC has laid the groundwork for possible resettlement of Syrian refugees by liaising with the Los Angeles chapter of the Syrian American Council, assessing the demographics of the large local Syrian-American community and identifying the cities in Los Angeles and Orange counties where Syrian-Americans reside.

2. Public Outreach: The IRC in Los Angeles receives strong public backing and proactively engages with a variety of stakeholders to strengthen support for refugee resettlement in Los Angeles County. The Mayor of Los Angeles's Chief of Immigration Services, local financial institutions and employers have all affirmed the IRC's work with refugees and low-income immigrants. The IRC has strong relationships within the refugee and immigrant service organizations and meets regularly with Los Angeles County officials, including those at Departments of Public Social Services and Public Health and others whose services affect refugees. In FY2015, that outreach resulted in new economic development opportunities for low-income immigrants (most of whom are resettled refugees), a deeper involvement in the City of Los Angeles's immigration advocacy efforts, and new alliances with organizations involved with victims of trafficking, such as law enforcement. The office has also established a partnership with nine Los Angeles Public Library branches for a range of services, all of which will have a strong positive effect on refugees resettled in FY2016. The IRC in Los Angeles staff hold leadership positions in the region's primary refugee-related collaboratives, including the Refugee Forum of Los Angeles, the Los Angeles Citizenship Task Force, the Los Angeles Asylum Collaborative, the Unaccompanied Alien Children Providers Group and the Los Angeles Victims of Trafficking Task Force. In FY2016, the IRC in Los Angeles will continue its diverse and comprehensive outreach efforts throughout Southern California, increasing refugee access to a services and ensuring representation of their interests and needs.

3. Financial Resources:

Projected Contributions to the R&P Program						
Type of Donor	FY2014 Actual Cash	FY2014 Actual In-kind Value	FY2015 Estimated Cash	FY2015 Estimated In-kind Value	FY2016 Projected Cash	FY2016 Projected In-kind Value
Foundations/ Corporations	\$1,000		\$39,200		\$20,000	
Faith-based/ Community-based Organizations						
Fees for Service						
Individuals	\$11,056		\$4,500		\$12,500	
Volunteer Hours/Miles		\$75,110		\$75,000		\$75,000
State/County/Local Government:						
Headquarters						
Affiliate/Sub-office						
Other:						
TOTALS	\$12,056	\$75,110	\$43,700	\$75,000	\$32,500	\$75,000
TOTALS PER CAPITA	\$14	\$90	\$59	\$101	\$43	\$99

FY2016 Affiliate/Sub-office Abstract
*****Each Abstract must be limited to 3 pages*****

National Agency	International Rescue Committee, Inc.	Affiliate Code	CAIRC03
Office State	California	Office City	Oakland
Office Name	The IRC in Oakland		
Office Address	405 14 th St. Oakland, CA 94612		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A	Sub-office	The IRC in Sacramento, San Jose and Turlock
		Administering affiliate	The IRC in Oakland
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY2015	4.79	0	81
FY2016	4.00	0.95	94

CASELOAD STATISTICS (number of individuals)	FY2014 Actual Arrivals					413
	FY2015 Acknowledged Capacity					465
	FY2015 Anticipated Arrivals					390
PROPOSED FY2016	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity	20	45	0	5	335	405
No U.S. Tie Capacity	20	5	0	5	30	60
Total Capacity	40	50	0	10	365	465

FY2014 R&P PERIOD REPORT OUTCOMES			
R&P Period Employment % (individuals):	12.56%	R&P Period Out-Migration % (individuals):	12.83%
Total R&P Period Reports Submitted for FY2014 (number of cases/number of individuals):		191/413	
Number of reports showing social security card application as late or incomplete			5
Number of reports showing enrollment in cash assistance as late or incomplete			5
Number of reports showing enrollment in medical assistance as late or incomplete			4
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			5
Number of reports showing enrollment in ESL as late or incomplete			5
Number of reports showing enrollment in employment services as late or incomplete			5
Number of reports showing school enrollment of minor child as late or incomplete			4
Number of reports showing health screening as late or incomplete			5
Number of reports showing enrollment in other services as appropriate as late or incomplete			5
Number of reports showing household income not exceeding expenses			83
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			0

RECENT/PROPOSED CASELOAD	
Nationalities served FY2014–FY2015	Afghanistan, Bangladesh, Bhutan, Burma, Cambodia, Cameroon, Columbia, Cuba, Dem. Rep. Congo, Eritrea, Ethiopia, Iran, Iraq, Nepal, Somalia, Sri Lanka, Syria, Tunisia, Uganda, Vietnam
Proposed nationalities FY2016	Afghanistan, Bangladesh, Bhutan, Burma, Cambodia, Cameroon, Columbia, Cuba, Dem. Rep. Congo, El Salvador, Eritrea, Ethiopia, Guatemala, Honduras, Iran, Iraq, Nepal, Somali, Sri Lanka, Syria, Tunisia, Uganda, Vietnam
Languages available on staff to support the proposed caseload	Amharic, Arabic, Burmese, Dari, Farsi, French, Hindi, Italian, Karen, Lingala, Nepali, Oromo, Somali, Spanish, Tamil, Thai, Tigrinya, Urdu
Languages available from within the community of resettlement to support the proposed caseload	Amharic, Arabic, Assyrian, Burmese, Cantonese, Dari, Farsi, French, Hindi, Italian, Kiswahili, Korean, Mandarin, Spanish, Swahili, Thai, Tigrinya
Other language resources used	Certified Languages International, a telephonic interpretation service is used infrequently for urgent needs.

SITE RATIONALE									
Number of other affiliates present	2								
Local overall unemployment rate	6.2%								
Available jobs	Restaurants, Retail, Hospitality, Tourism, Packaging, Manufacturing, General Labor, Security								
Average starting wage	\$12.05 for full-time positions; 82% full-time; 40% of full-time positions offered benefits.								
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	<table> <tr> <td>Studio: \$750-\$850</td><td>Available: Frequently</td></tr> <tr> <td>1-Bedroom: \$950-\$1300</td><td>Available: Sometimes</td></tr> <tr> <td>2-Bedroom: \$1300-1750</td><td>Available: Frequently</td></tr> <tr> <td>3-Bedroom: \$1700-\$2200</td><td>Available: Frequently</td></tr> </table>	Studio: \$750-\$850	Available: Frequently	1-Bedroom: \$950-\$1300	Available: Sometimes	2-Bedroom: \$1300-1750	Available: Frequently	3-Bedroom: \$1700-\$2200	Available: Frequently
Studio: \$750-\$850	Available: Frequently								
1-Bedroom: \$950-\$1300	Available: Sometimes								
2-Bedroom: \$1300-1750	Available: Frequently								
3-Bedroom: \$1700-\$2200	Available: Frequently								
Average wait time for newly arrived refugees to receive a health screening	20-30 days (Occasionally delayed to 45 days)								

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	Yes
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	Yes

1. Health Care Access and Refugees with Special Needs: The IRC in Oakland is well-positioned to serve a wide variety of cases, including clients with complex medical needs, clients with mental health concerns, large families, single-headed households, single cases, clients with disabilities, elderly clients and LGBTI clients. However, in some cases it has proved difficult to accommodate cases such as single females without US Ties because of the limited number of shared housing options for women in Oakland and the prohibitively high cost of living alone. The high cost of living in Oakland also makes it difficult to accommodate no-US Tie cases with only one adult able to work, including cases in which a young child with special medical needs requires a parent to serve as a caretaker. While the office reported a large number of FY14 cases

with income not exceeding expenses, the submitted reports did not reflect US Tie support available to many of these clients. With the exception of the limited case compositions described here, the Oakland office is able to secure affordable housing for clients. The IRC also has difficulty resettling no-US Tie single cases with special medical needs who require full-time attention, as there is a substantial waiting period in Alameda County for in-home care. The IRC in Oakland is well-positioned to accommodate LGBTI refugees due to relationships with local LGBTI organizations and a community of supportive LGBTI refugees previously resettled in the area. Refugees with mental health needs benefit from the IRC's Center for Well Being, which provides individual and/or group support to refugees through a licensed psychologist and psychiatrist.

2. Public Outreach: In 2015, the IRC in Oakland engaged in a variety of outreach efforts aimed at raising awareness, fundraising, educating the local community about the populations the office serves, and increasing access to external services for clients. The IRC in Oakland has partnered with Brandeis Hillel Day School, Whole Foods, and San Francisco Friends School on awareness and fundraising events. The IRC in Oakland participated in Earth Day Clean-up and International Women's Day events that brought awareness to volunteering opportunities. The IRC in Oakland's staff engage with the University of California's Cooperative Extension Nutritional Educators department to create a curriculum on nutrition for newly arrived refugees. Through a joint effort with the Oakland International High School, the IRC educated teachers and staff about the resettlement experience, which resulted in a better sense of understanding of and enhanced learning environment for refugee youth. The office developed a partnership with the Center for Independent Living and Easy Does It, an organization that serves clients with disabilities, in order to connect clients with assistive technology that can increase independence. In 2016, Oakland intends to continue outreach to raise funds, reconnect with local politicians as in years past, increase outreach to local LGBTI organizations, and strengthen relationships with established ethnic organizations that have been less engaged with recent refugee resettlement, such as the Arab-American and Syrian-American communities and religious institutions.

3. Financial Resources

Financial Resources: Projected Contributions to the R&P Program						
Type of Donor	FY2014 Actual Cash	FY2014 Actual In-kind Value	FY2015 Estimated Cash	FY2015 Estimated In-kind Value	FY2016 Projected Cash	FY2016 Projected In-kind Value
Foundations/ Corporations					\$10,000	
Faith-based/ Community-based Organizations						
Fees for Service						
Individuals						
Volunteer Hours/Miles		\$25,000		\$36,000		\$52,000
State/County/Local Gov.:						
Headquarters					\$29,400	
Affiliate/Sub-office						
Other:						
TOTALS	\$0	\$25,000	\$0	\$36,000	\$39,400	\$52,000
TOTALS PER CAPITA	\$0	\$61	\$0	\$77	\$85	\$112

FY2016 Affiliate/Sub-office Abstract
 Each Abstract must be limited to 3 pages

National Agency	International Rescue Committee, Inc.	Affiliate Code	CAIRC08
Office State	California	Office City	Sacramento
Office Name	The IRC in Sacramento		
Office Address	2020 Hurley Way, Suite 395, Sacramento CA 95825		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A	Sub-office	The IRC in Sacramento
		Administering affiliate	The IRC in Oakland
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY2015	6.83	1.91	95
FY2016	8.45	0.79	92

CASELOAD STATISTICS (number of individuals)	FY2014 Actual Arrivals				738	
	FY2015 Acknowledged Capacity				600	
	FY2015 Anticipated Arrivals				830	
PROPOSED FY2016	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity	0	0	20	0	790	810
No U.S. Tie Capacity	20	0	10	0	10	40
Total Capacity	20	0	30	0	800	850

FY2014 R&P PERIOD REPORT OUTCOMES			
R&P Period Employment % (individuals):	14.07%	R&P Period Out-Migration % (individuals):	3.92%
Total R&P Period Reports Submitted for FY2014 (number of cases/number of individuals):		292/739	
Number of reports showing social security card application as late or incomplete			5
Number of reports showing enrollment in cash assistance as late or incomplete			1
Number of reports showing enrollment in medical assistance as late or incomplete			1
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			1
Number of reports showing enrollment in ESL as late or incomplete			3
Number of reports showing enrollment in employment services as late or incomplete			0
Number of reports showing school enrollment of minor child as late or incomplete			0
Number of reports showing health screening as late or incomplete			48
Number of reports showing enrollment in other services as appropriate as late or incomplete			2
Number of reports showing household income not exceeding expenses			0
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			0

RECENT/PROPOSED CASELOAD	
Nationalities served FY2014–FY2015	Afghanistan, Belarus, Burma, Burundi, Dem. Rep. Congo, Iran, Iraq, Moldova, Oman, Palestine, Russia, Sri Lanka, (Ceylon), Syria, Ukraine, Uzbekistan
Proposed nationalities FY2016	Afghanistan, Belarus, Burma, Dem. Rep. Congo, El Salvador, Guatemala, Honduras, Iran, Iraq, Moldova, Palestine, Russia, Syria, Ukraine, Uzbekistan
Languages available on staff to support the proposed caseload	Arabic, Assyrian, Burmese, Chin, Dari, Farsi, French, Hindi, Italian, Karen, Kinyarwanda, Kiswahili, Nepali, Pashto, Russian, Spanish, Swahili, Turkish, Ukrainian, Urdu
Languages available from within the community of resettlement to support the proposed caseload	Arabic, Assyrian, Burmese, Chin, Dari, Farsi, French, Hindi, Italian, Karen, Kinyarwanda, Kiswahili, Nepali, Pashto, Russian, Spanish, Swahili, Turkish, Ukrainian, Urdu.
Other language resources used	Sacramento has a certified language line that it can utilize in the event that no in-person interpretation is available. The IRC in Sacramento has contract interpreters and can also contact an external interpreter service company for in-person interpretation.

SITE RATIONALE							
Number of other affiliates present	3						
Local overall unemployment rate	6.0%						
Available jobs	Light industrial (Apple), factory/warehouse, call centers, security guards, housekeeping and hospitality, retail and merchandizing, janitorial work, and restaurant (cooks, prep cooks, buss staff, etc.).						
Average starting wage	\$10.57 for full-time positions; 98% full-time; 3% of full-time positions offered benefits.						
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	<table> <tr> <td>1-Bedroom: \$650</td><td>Available: Always</td></tr> <tr> <td>2-Bedroom: \$750</td><td>Available: Always</td></tr> <tr> <td>3-Bedroom: \$950</td><td>Available: Sometimes</td></tr> </table>	1-Bedroom: \$650	Available: Always	2-Bedroom: \$750	Available: Always	3-Bedroom: \$950	Available: Sometimes
1-Bedroom: \$650	Available: Always						
2-Bedroom: \$750	Available: Always						
3-Bedroom: \$950	Available: Sometimes						
Average wait time for newly arrived refugees to receive a health screening	30 to 45 days						

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	Yes
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	Yes

1. Health Care Access and Refugees with Special Needs: The IRC in Sacramento does not face any limitations in serving cases with special needs. The office's Intensive Case Management staff provides health access and health navigation assistance to clients with complex medical and mental health needs and the Sacramento medical community can accommodate refugees with an array of mental and physical health care needs. The IRC in Sacramento refers clients as necessary to UC Davis Children's Hospital and Shriners Hospital for Children, which

specifically serves children with specialized medical needs, and partners with the Sacramento Community Clinic, a non-profit institution providing primary health care services to low-income and ethnically diverse populations in Sacramento County. The clinic also maintains a comprehensive behavioral health program that includes a psychiatrist. As appropriate, the IRC refers clients who need marriage counseling, substance abuse counseling, and youth counseling to the Muslim American Society Social Services Foundation (MAS-SSF), which has the capacity to provide services in 12 languages.

2. Public Outreach: In FY2015, the IRC in Sacramento conducted outreach to Sacramento Community Clinic and Health for All, San Juan School District, and the local library, who in turn donated space for IRC's "Mommy & Me" ESL classes. A partnership with Wells Fargo funded the IRC in Sacramento's new computer lab and the local Target store helped build a new donations center for the office. The IRC in Sacramento recently joined the Chamber of Commerce and has been expanding its network of potential refugee employers. The office also reached out to the local Congresswoman's office, and she has provided the IRC in Sacramento with various forms of support. In FY2016, the IRC in Sacramento will host community awareness events, including a film screening and a refugee art exhibit. Also in the coming year, the office plans to conduct outreach to local hospitals, including Kaiser and Mercy, with a goal of increasing refugee health-related programs and funding.

3. Financial Resources

Projected Contributions to the R&P Program						
Type of Donor	FY2014 Actual Cash	FY2014 Actual In-kind Value	FY2015 Estimated Cash	FY2015 Estimated In-kind Value	FY2016 Projected Cash	FY2016 Projected In-kind Value
Foundations/Corporations					\$15,000	
Faith-based/Community-based Organizations						
Fees for Service						
Individuals						
Volunteer Hours/Miles		\$27,000		\$44,000		\$62,000
State/County/Local Government:						
Headquarters			\$79,400		\$17,900	
Affiliate/Sub-office						
Other:						
TOTALS	\$0	\$27,000	\$79,400	\$44,000	\$32,900	\$62,000
TOTALS PER CAPITA	\$0	\$37	\$132	\$73	\$39	\$73

FY2016 Affiliate/Sub-office Abstract
*****Each Abstract must be limited to 3 pages*****

National Agency	International Rescue Committee, Inc.	Affiliate Code	CAIRC02
Office State	California	Office City	San Diego
Office Name	The IRC in San Diego		
Office Address	5348 University Avenue, Suite 205, San Diego, CA 92105		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY2015	7.93	0.15	88
FY2016	9.38	0.42	92

CASELOAD STATISTICS (number of individuals)	FY2014 Actual Arrivals					923
	FY2015 Acknowledged Capacity					1000
	FY2015 Anticipated Arrivals					710
PROPOSED FY2016	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity	40	25	35	0	680	780
No U.S. Tie Capacity	85	0	0	0	40	125
Total Capacity	125	25	35	0	720	905

FY2014 R&P PERIOD REPORT OUTCOMES			
R&P Period Employment % (individuals):	7.61%	R&P Period Out-Migration % (individuals):	6.93%
Total R&P Period Reports Submitted for FY2014 (number of cases/number of individuals):		330/923	
Number of reports showing social security card application as late or incomplete			8
Number of reports showing enrollment in cash assistance as late or incomplete			6
Number of reports showing enrollment in medical assistance as late or incomplete			6
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			6
Number of reports showing enrollment in ESL as late or incomplete			9
Number of reports showing enrollment in employment services as late or incomplete			7
Number of reports showing school enrollment of minor child as late or incomplete			7
Number of reports showing health screening as late or incomplete			7
Number of reports showing enrollment in other services as appropriate as late or incomplete			8
Number of reports showing household income not exceeding expenses			4
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			0

RECENT/PROPOSED CASELOAD	
Nationalities served FY2014–FY2015	Afghanistan, Burma, China, Cuba, Dem. Rep. Congo, Eritrea, Ethiopia, Iran, Iraq, Jordan, Moldova, Palestine, Somalia, Sudan, Syria, Ukraine
Proposed nationalities FY2016	Iraqi, Syria, Afghanistan, Iran, Palestine, Somalia, Dem. Rep. Congo, Burma, China, Sudan, Eritrea, Ethiopia
Languages available on staff to support the proposed caseload	Arabic, Bosnian, Chaldean, Dinka, Farsi, French, German, Karen, Kiswahili, Kurdish, Mandarin, Nuur, Serbo-Croatian, Shilluk, Somali, Swahili, Thai, Vietnamese, Mandarin
Languages available from within the community of resettlement to support the proposed caseload	Amharic, Oromo, Pashto
Other language resources used	N/A

SITE RATIONALE							
Number of other affiliates present	4						
Local overall unemployment rate	5.1%						
Available jobs	Hospitality industry (housekeeping, custodial, steward positions), warehouse/industrial industry, and food processing and packaging, with some additional employment secured in the retail and food service industry.						
Average starting wage	\$9.63 for full-time positions; 70% full-time; 70% of full-time positions offered benefits.						
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	<table> <tr> <td>1-Bedroom: \$950</td><td>Available: Always</td></tr> <tr> <td>2-Bedroom: \$1150</td><td>Available: Always</td></tr> <tr> <td>3-Bedroom: \$1500</td><td>Available: Always</td></tr> </table>	1-Bedroom: \$950	Available: Always	2-Bedroom: \$1150	Available: Always	3-Bedroom: \$1500	Available: Always
1-Bedroom: \$950	Available: Always						
2-Bedroom: \$1150	Available: Always						
3-Bedroom: \$1500	Available: Always						
Average wait time for newly arrived refugees to receive a health screening	14 days						

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	Yes
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	Yes

1. Health Care Access and Refugees with Special Needs: The IRC in San Diego is well-positioned to serve a wide range of cases, including clients with complex medical needs, clients with mental health needs, large families, single-headed households, most single cases, clients with disabilities, elderly clients and LGBTI clients. The office is generally unable to accommodate small non-US Tie cases due to the high cost of housing in San Diego, as it can be challenging for no US tie cases with five or fewer members to find initial housing that is affordable with the refugee cash assistance or other public benefits. San Diego offers a

community that is welcoming to diversity and immigrants. There are ample commercial, social service, school, and other resources available in the community with long-standing experience in serving refugee populations.

2. Public Outreach: The IRC in San Diego regularly engages in community outreach to ensure that refugees are welcomed into the region. The IRC in San Diego meets with a wide range of stakeholders from the County, schools, healthcare providers, other social service providers, and employers to help these community partners feel prepared to welcome refugees. The concrete results from these activities are far-reaching and diverse and include: 1) more than 200 employers hiring refugees; 2) school-based programming to support at-risk students including refugees; 3) community-based Farmer's Market that brings good nutrition to the refugee community and beyond; 4) more than a dozen healthcare providers participating in cultural sensitivity training and several hiring refugees as staff members to ensure culturally-competent care; 5) participation of banks and other financial institutions in the IRC in San Diego lending programs, helping pave the way for refugee-friendly banking; and many more. In addition, IRC staff sit on several local collaboratives, boards, committees, and community groups. Through these positions, the IRC in San Diego is able to help inform the community about the refugee community and ensure that community partners understand that the IRC is providing significant support to help these new residents transition into the community and contribute to it in positive ways. The IRC in San Diego will continue these outreach activities in FY2016, focusing on growing community-based programming that serves refugees and non-refugees side-by-side in order to help strengthen opportunities for positive integration into the community.

3. Financial Resources:

Projected Contributions to the R&P Program						
Type of Donor	FY2014 Actual Cash	FY2014 Actual In-kind Value	FY2015 Estimated Cash	FY2015 Estimated In-kind Value	FY2016 Projected Cash	FY2016 Projected In-kind Value
Foundations/Corporations			\$11,088	\$15,000	\$10,000	
Faith-based/Community-based Organizations						
Fees for Service						
Individuals						
Volunteer Hours/Miles		\$188,559		\$150,000		\$150,000
State/County/Local Gov: <i>Office of Statewide Health Planning and Development</i>				\$3,000	\$9,000	
Headquarters						
Affiliate/Sub-office						
Other:						
TOTALS	\$0	\$188,559	\$11,088	\$168,000	\$19,000	\$150,000
TOTALS PER CAPITA	\$0	\$204	\$11	\$168	\$21	\$166

FY2016 Affiliate/Sub-office Abstract
*****Each Abstract must be limited to 3 pages*****

National Agency	International Rescue Committee, Inc.	Affiliate Code	CAIRC05
Office State	California	Office City	San Jose
Office Name	The IRC in San Jose		
Office Address	1210 South Bascom Avenue, Suite 227, San Jose, CA 95128		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A	Sub-office	IRC San Jose
		Administering affiliate	IRC Oakland
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY2015	1.65	0	94
FY2016	1.65	0.32	99

CASELOAD STATISTICS (number of individuals)	FY2014 Actual Arrivals				166	
	FY2015 Acknowledged Capacity				120	
	FY2015 Anticipated Arrivals				155	
PROPOSED FY2016	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity	10	10	0	5	155	180
No U.S. Tie Capacity	0	0	0	0	15	15
Total Capacity	10	10	0	5	170	195

FY2014 R&P PERIOD REPORT OUTCOMES			
R&P Period Employment % (individuals):	10.68%	R&P Period Out-Migration % (individuals):	5.42%
Total R&P Period Reports Submitted for FY2014 (number of cases/number of individuals):		80/166	
Number of reports showing social security card application as late or incomplete			0
Number of reports showing enrollment in cash assistance as late or incomplete			0
Number of reports showing enrollment in medical assistance as late or incomplete			0
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			0
Number of reports showing enrollment in ESL as late or incomplete			0
Number of reports showing enrollment in employment services as late or incomplete			0
Number of reports showing school enrollment of minor child as late or incomplete			0
Number of reports showing health screening as late or incomplete			0
Number of reports showing enrollment in other services as appropriate as late or incomplete			0
Number of reports showing household income not exceeding expenses			0
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			0

RECENT/PROPOSED CASELOAD	
Nationalities served FY2014–FY2015	Afghanistan, Burma, Cambodia, Dem. Rep. Congo, Eritrea, Ethiopia, Iran, Iraq, Somalia, Sri Lanka (Ceylon), Vietnam
Proposed nationalities FY2016	Afghanistan, Burma, Cambodia, Dem. Rep. Congo, Eritrea, Ethiopia, Iran, Iraq, Somalia, Sri Lanka (Ceylon), Vietnam, Guatemala, Honduras, El Salvador
Languages available on staff to support the proposed caseload	Arabic, Assyrian, Dari, Farsi, French, Spanish, Thai, Vietnamese
Languages available from within the community of resettlement to support the proposed caseload	Amharic, Arabic, Armenian, Burmese, Italian, Korean, Mandarin, Nepali, Oromo, Pashto, Somali, Spanish, Tamil, Tigrinya
Other language resources used	The IRC in San Jose works with U.S. Ties on average 8 times per month to assist with translation and interpretation and when necessary; contracted interpreters used 2-3 times per year for additional language services.

SITE RATIONALE							
Number of other affiliates present	2						
Local overall unemployment rate	4.2%						
Available jobs	Service industries such as retail and restaurants (cashier, customer service, courtesy clerk, stockroom associate, busser, dishwasher, line cook) production (assembler), construction (general laborer), and security (security officer).						
Average starting wage	\$10.85 for full-time positions; 67% full-time; 60% of full-time positions offered benefits.						
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	<table> <tr> <td>1-Bedroom: \$1450</td><td>Available: Frequently</td></tr> <tr> <td>2-Bedroom: \$1750</td><td>Available: Frequently</td></tr> <tr> <td>3-Bedroom: \$2295</td><td>Available: Frequently</td></tr> </table>	1-Bedroom: \$1450	Available: Frequently	2-Bedroom: \$1750	Available: Frequently	3-Bedroom: \$2295	Available: Frequently
1-Bedroom: \$1450	Available: Frequently						
2-Bedroom: \$1750	Available: Frequently						
3-Bedroom: \$2295	Available: Frequently						
Average wait time for newly arrived refugees to receive a health screening	10 days						

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	Yes
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	Yes

1. Health Care Access and Refugees with Special Needs: The IRC in San Jose does not face any limitations in serving US-Tie cases. However, because of the high cost of housing in the San Jose area, it can be difficult to serve large families, single-headed households, and elderly non-US Tie cases. However, the IRC in San Jose has the capacity to serve non-US Tie cases who are single employable adults, due to the availability of the Matching Grant program, the Santa Clara County-funded employment program, and other programs that emphasize economic self-

sufficiency. Additionally, there is an expansive and comprehensive medical community in San Jose that supports diagnosis and treatment of a full range of health and mental health conditions. All new refugee arrivals in Santa Clara County have access to a refugee health screening and TB clinic, and the organization Asian Americans for Community Involvement works with the IRC to provide a range of mental health services, including counseling, workshops and community outreach. The County Refugee Health Clinic is able to schedule initial health screenings for refugees within a week of arrival. The clinic conducts a mental health screening as part of each client's initial medical appointment.

2. Public Outreach: The IRC in San Jose's public outreach strategy is designed to recruit volunteers, raise awareness on key issues affecting refugees, and introduce IRC programs to the broader receiving community. In FY2015, the IRC in San Jose participated in a number of outreach and collaborative efforts, including the Refugee and Immigrant Forum of Santa Clara County, South Bay Legal Immigration Services Network, Bay Area DACA Collaborative and the New Americans Campaign. These efforts resulted in the IRC in San Jose securing additional funding for immigration programs and increasing the office's capacity to serve refugees with legal needs. The IRC in San Jose also started a partnership with Pars Equality Center, jointly applying for the ORR-funded Individual Development Account program. The San Jose office also implemented a HOPE Anti-Trafficking Program consisting of community outreach, training and education, and trauma-informed case management services to vulnerable populations. Through this program, the IRC in San Jose will expand their relationships with service providers, law enforcement, and anti-trafficking coalition members throughout Bay Area. Similar public outreach activities will continue in FY2016.

3. Financial Resources:

Projected Contributions to the R&P Program						
Type of Donor	FY2014 Actual Cash	FY2014 Actual In-kind Value	FY2015 Estimated Cash	FY2015 Estimated In-kind Value	FY2016 Projected Cash	FY2016 Projected In-kind Value
Foundations/ Corporations					\$10,000	
Faith-based/ Community-based Organizations						
Fees for Service						
Individuals						
Volunteer Hours/Miles		\$21,914		\$24,000		\$43,000
State/County/Local Government:						
Headquarters					\$3,300	
Affiliate/Sub-office						
Other:						
TOTALS	\$0	\$21,914	\$0	\$24,000	\$13,300	\$43,000
TOTALS PER CAPITA	\$0	\$132	\$0	\$200	\$68	\$221

FY2016 Affiliate/Sub-office Abstract
*****Each Abstract must be limited to 3 pages*****

National Agency	International Rescue Committee, Inc.	Affiliate Code	CAIRC11
Office State	California	Office City	Turlock
Office Name	The IRC in Turlock		
Office Address	2130 Geer Road, Suite C, Turlock, CA 95382		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A	Sub-office	The IRC in Turlock
		Administering affiliate	The IRC in Oakland
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY2015	1.07	0.94	102
FY2016	1.50	0.26	102

CASELOAD STATISTICS (number of individuals)	FY2014 Actual Arrivals					86
	FY2015 Acknowledged Capacity					120
	FY2015 Anticipated Arrivals					205
PROPOSED FY2016	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity	0	0	0	0	160	160
No U.S. Tie Capacity	0	0	0	0	20	20
Total Capacity	0	0	0	0	180	180

FY2014 R&P PERIOD REPORT OUTCOMES			
R&P Period Employment % (individuals):	9.38%	R&P Period Out-Migration % (individuals):	0.00%
Total R&P Period Reports Submitted for FY2014 (number of cases/number of individuals):		51/86	
Number of reports showing social security card application as late or incomplete			0
Number of reports showing enrollment in cash assistance as late or incomplete			0
Number of reports showing enrollment in medical assistance as late or incomplete			0
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			0
Number of reports showing enrollment in ESL as late or incomplete			0
Number of reports showing enrollment in employment services as late or incomplete			0
Number of reports showing school enrollment of minor child as late or incomplete			0
Number of reports showing health screening as late or incomplete			0
Number of reports showing enrollment in other services as appropriate as late or incomplete			0
Number of reports showing household income not exceeding expenses			3
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			0

RECENT/PROPOSED CASELOAD	
Nationalities served FY2014–FY2015	Afghanistan, Armenia, Iran, Iraq, Sri Lanka (Ceylon), Syria
Proposed nationalities FY2016	Iran, Iraq, Syrian, Afghanistan
Languages available on staff to support the proposed caseload	Arabic, Assyrian, Farsi, Dari and Spanish
Languages available from within the community of resettlement to support the proposed caseload	German, Serbo-Croatian
Other language resources used	U.S. Ties assist with translation and interpretation on occasion; contracted interpreters are utilized 1-2 times per year for other additional language services.

SITE RATIONALE							
Number of other affiliates present	1						
Local overall unemployment rate	10.4%						
Available jobs	Retail, Food Services, General Labor, Welding, Construction, Janitorial Services, Manufacturing, Security Guard and Mechanic.						
Average starting wage	\$10 for full-time positions; 90% full-time; 0% of full-time positions offered benefits.						
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	<table> <tr> <td>1-Bedroom: \$615- 770</td><td>Available: Yes- Always</td></tr> <tr> <td>2-Bedroom: \$725- 850</td><td>Available: Yes – Frequently</td></tr> <tr> <td>3-Bedroom: \$890- 1200</td><td>Available: Yes – Sometimes</td></tr> </table>	1-Bedroom: \$615- 770	Available: Yes- Always	2-Bedroom: \$725- 850	Available: Yes – Frequently	3-Bedroom: \$890- 1200	Available: Yes – Sometimes
1-Bedroom: \$615- 770	Available: Yes- Always						
2-Bedroom: \$725- 850	Available: Yes – Frequently						
3-Bedroom: \$890- 1200	Available: Yes – Sometimes						
Average wait time for newly arrived refugees to receive a health screening	15 days						

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	Yes
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	Yes

1. Health Care Access and Refugees with Special Needs: The IRC in Turlock is well-positioned to serve a wide range of cases, including clients with mental health needs, large families, single-headed households, most single cases, and clients with disabilities. However, because of the cost of housing and the level of cash assistance available, the Turlock office sometimes has difficulty accommodating single non-US Tie cases, although the office is better able to accommodate single clients if multiple cases arrive within a similar timeframe and can then seek affordable housing together. The office is also able to successfully resettle cases with US Ties and cases comprised of large families in Stanislaus County. The IRC in Turlock works closely with its partner Modesto Behavioral Health and Recovery Services to support refugees

by promoting wellness and providing integrated mental health services for both adults and children with complex mental health issues.

2. Public Outreach: This year, the IRC in Turlock held productive conversations with elected officials regarding common challenges faced by refugees. As a result, some of these offices have become highly involved with the refugee community and have offered as-needed support to the IRC. The Turlock office intends to continue to strengthen this relationship in FY2016. The IRC in Turlock also held meetings with the Chief of Police and arranged for police representatives to guest lecture at Cultural Orientation classes, discussing safety and crime prevention with newly arrived refugees. In addition, the Chief of Police offered meeting space at his facility for the IRC's use. The IRC in Turlock's outreach with the Stanislaus County Department of Social Services has remained strong in FY2015, resulting in increased funding for refugee programs provided by IRC and better Department of Social Services access for IRC clients. The IRC in Turlock has recruited an increasing number of interns and volunteers as a result of outreach with Stanislaus Cal State University and community colleges, which has allowed for better provision of services to refugees. In FY2016, the IRC in Turlock plans to increase outreach to community based organizations, schools, churches and newly elected officials to raise awareness of refugee issues. The office is also organizing an event to introduce the community to the IRC and its services.

3. Financial Resources:

Projected Contributions to the R&P Program						
Type of Donor	FY2014 Actual Cash	FY2014 Actual In-kind Value	FY2015 Estimated Cash	FY2015 Estimated In-kind Value	FY2016 Projected Cash	FY2016 Projected In-kind Value
Foundations/ Corporations					\$5,000	
Faith-based/ Community-based Organizations						
Fees for Service						
Individuals						
Volunteer Hours/Miles		\$20,000		\$24,000		\$39,840
State/County/Local Government:						
Headquarters			\$39,100		\$6,100	
Affiliate/Sub-office						
Other:						
TOTALS	\$0	\$20,000	\$39,100	\$24,000	\$11,100	\$39,840
TOTALS PER CAPITA	\$0	\$233	\$326	\$200	\$62	\$221

FY2016 Affiliate/Sub-office Abstract
*****Each Abstract must be limited to 3 pages*****

National Agency	International Rescue Committee, Inc.	Affiliate Code	FLIRC01
Office State	Florida	Office City	Miami
Office Name	The IRC in Miami		
Office Address	730 NW 107 th Avenue, Suite 100, Miami, FL 33172		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY2015	2.52	0	60
FY2016	1.39	0.59	101

CASELOAD STATISTICS (number of individuals)	FY2014 Actual Arrivals				276	
	FY2015 Acknowledged Capacity				375	
	FY2015 Anticipated Arrivals				150	
PROPOSED FY2016	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity	5	10	0	110	10	135
No U.S. Tie Capacity	15	0	10	20	20	65
Total Capacity	20	10	10	130	30	200

FY2014 R&P PERIOD REPORT OUTCOMES			
R&P Period Employment % (individuals):	43.31%	R&P Period Out-Migration % (individuals):	4.71%
Total R&P Period Reports Submitted for FY2014 (number of cases/number of individuals):		118/276	
Number of reports showing social security card application as late or incomplete			0
Number of reports showing enrollment in cash assistance as late or incomplete			0
Number of reports showing enrollment in medical assistance as late or incomplete			0
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			0
Number of reports showing enrollment in ESL as late or incomplete			0
Number of reports showing enrollment in employment services as late or incomplete			0
Number of reports showing school enrollment of minor child as late or incomplete			0
Number of reports showing health screening as late or incomplete			0
Number of reports showing enrollment in other services as appropriate as late or incomplete			0
Number of reports showing household income not exceeding expenses			1
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			0

RECENT/PROPOSED CASELOAD	
Nationalities served FY2014–FY2015	Afghanistan, Colombia, Cuba, Dem. Rep. Congo, Ecuador, Haiti, Iran, Iraq, Yemen
Proposed nationalities FY2016	Burma, Central American Minors, Columbia, Cuba, Dem. Rep. Congo, Haiti, Iran, Iraq, Syria and Ukraine
Languages available on staff to support the proposed caseload	Afrikaans, Arabic, Bosnian, Dutch, Flemish, French, Haitian-Creole, Italian, Russian, Serbo-Croatian, Spanish
Languages available from within the community of resettlement to support the proposed caseload	Amharic, Arabic, French, Haitian-Creole, Italian, Kiswahili, Lingala, Pashto, Russian, Spanish.
Other language resources used	Certified Languages International (CLI) telephonic interpretation is used 3-4 times a year, when staff/volunteers/service provider does not speak the refugee's language.

SITE RATIONALE	
Number of other affiliates present	6
Local overall unemployment rate	5.5%
Available jobs	Leisure and hospitality, food service, retail, light manufacturing, wholesale trade and construction.
Average starting wage	\$9.11 for full-time positions; 88% full-time; 28% of full-time positions offered benefits.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$750-\$900 Available: Frequently 2-Bedroom: \$900-\$1,100 Available: Frequently 3-Bedroom: \$1,200 and up Available: Frequently
Average wait time for newly arrived refugees to receive a health screening	7-10 days

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	Yes
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	Yes

1. Health Care Access and Refugees with Special Needs: The IRC in Miami is well-positioned to serve a wide variety of cases, including clients with complex medical needs, clients with mental health concerns, large families, single-headed households, single cases, clients with disabilities, elderly clients and LGBTI clients. The Miami metro area offers exceptional medical facilities to support diagnosis and treatment of an array of health and mental health conditions. However, most new arrivals – except for those who are eligible for special services related to torture or trauma – must wait until they receive Medicaid coverage (a process that can take up to 75 days) before they can access mental health services. Dental care is also a challenge: currently, there is only one provider and care is limited to those under 18 years of age. Despite these

constraints, IRC in Miami staff continue to work to identify low-cost, sliding scale and no-cost dental options for adults in urgent need of care upon arrival. Miami offers a highly diverse and multicultural environment and the community is exceptionally welcoming to new immigrants.

2. Public Outreach: South Florida continues to be receptive and responsive to refugees being resettled in the area. The IRC in Miami continuously engages with local stakeholders, the general community, and with specific communities with large concentration of refugees such as Little Havana, Hialeah, Homestead and North Miami. The IRC in Miami has solid partnerships with schools, community medical centers and employers such as Chipotle, Passion Growers, Marshall's and other local companies in both Miami Dade and Broward counties. As a result of these strong partnerships, the IRC in Miami has had positive results in refugee employment placements and addressing client barriers toward self-sufficiency. The IRC in Miami also works with the Spanish Broadcasting Systems to promote its services through regular public service announcements on four channels during peak listening hours. During FY2015, the IRC office started preparing the community to receive other populations, including conducting outreach to the existing Syrian community in South Florida. Presentations to the community helped facilitate in-kind donations and identify potential housing, employment and medical care opportunities. In FY2016, the IRC office will continue current outreach strategies and plans to build upon its existing community connections.

3. Financial Resources:

Projected Contributions to the R&P Program						
Type of Donor	FY2014 Actual Cash	FY2014 Actual In-kind Value	FY2015 Estimated Cash	FY2015 Estimated In-kind Value	FY2016 Projected Cash	FY2016 Projected In-kind Value
Foundations/Corporations		\$15,000		\$2,500		\$5,000
Faith-based/Community-based Organizations				\$500		\$1,000
Fees for Service						
Individuals		\$1,500	\$500	\$1,500	\$1,500	\$5,000
Volunteer Hours/Miles		\$31,400		\$7,520		\$15,000
State/County/Local Government:						
Headquarters					\$23,100	
Affiliate/Sub-office						
Other:						
TOTALS	\$0	\$47,900	\$500	\$12,020	\$24,600	\$26,000
TOTALS PER CAPITA	\$0	\$174	\$1	\$32	\$123	\$130

FY2016 Affiliate/Sub-office Abstract
 Each Abstract must be limited to 3 pages

National Agency	International Rescue Committee, Inc.	Affiliate Code	GAIRC01
Office State	Georgia	Office City	Atlanta
Office Name	The IRC in Atlanta		
Office Address	2305 Parklake Drive, Suite 100, Atlanta, GA 30345		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY2015	13.81	0	72
FY2016	15.70	0	54

CASELOAD STATISTICS (number of individuals)	FY2014 Actual Arrivals				884	
	FY2015 Acknowledged Capacity				850	
	FY2015 Anticipated Arrivals				1000	
PROPOSED FY2016	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity	40	190	10	20	280	540
No U.S. Tie Capacity	220	20	0	20	50	310
Total Capacity	260	210	10	40	330	850

FY2014 R&P PERIOD REPORT OUTCOMES			
R&P Period Employment % (individuals):	28.19%	R&P Period Out-Migration % (individuals):	6.56%
Total R&P Period Reports Submitted for FY2014 (number of cases/number of individuals):		346/884	
Number of reports showing social security card application as late or incomplete			5
Number of reports showing enrollment in cash assistance as late or incomplete			1
Number of reports showing enrollment in medical assistance as late or incomplete			7
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			7
Number of reports showing enrollment in ESL as late or incomplete			7
Number of reports showing enrollment in employment services as late or incomplete			7
Number of reports showing school enrollment of minor child as late or incomplete			5
Number of reports showing health screening as late or incomplete			7
Number of reports showing enrollment in other services as appropriate as late or incomplete			7
Number of reports showing household income not exceeding expenses			2
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			0

RECENT/PROPOSED CASELOAD	
Nationalities served FY2014–FY2015	Afghanistan, Algeria, Bhutan, Burma, Burundi, Central African Republic, China, Colombia, Cuba, Dem. Rep. Congo, Ecuador, Eritrea, Ethiopia, Indonesia, Iran, Iraq, Ivory Coast, Kyrgyzstan, Nepal, Pakistan, Somalia, Sri Lanka, Syria, Uganda, Ukraine
Proposed nationalities FY2016	Afghanistan, Algeria, Bhutan, Burma, Burundi, Central African Republic, China, Colombia, Cuba, Dem. Rep. Congo, Ecuador, Eritrea, Ethiopia, Indonesia, Iran, Iraq, Ivory Coast, Kyrgyzstan, Nepal, Pakistan, Somalia, Sri Lanka, Syria, Uganda, Ukraine
Languages available on staff to support the proposed caseload	Amharic, Arabic, Bosnian, Burmese, Cantonese, Dari, Djembe, Falam, Farsi, French, Haitian-Creole, Hakah Chin, Hebrew, Hindi, Japanese, Kinyarwanda, Kirundi, Kiswahili, Korean, Malay, Mandarin, Mizo, Nepali, Oromo, Portuguese, Russian, Sharchokpa, Somali, Spanish, Swahili, Tedim, Thai, Tigrinya, and Urdu.
Languages available from within the community of resettlement to support the proposed caseload	In addition to above languages: Armenian, Assyrian, Bari (Kuku), Bosnian, Fulam German, Hausam, Karen, Kikongom, Kinyamulengem, Kissi, Krio, Laitu, Lingala, Mandingo, Mende, Serbo-Croatian, Tagalog, Tamil, Tibetan, Tshiluba, Tule Gaya, Twi, Vietnamese and Wolof.
Other language resources used	Language line, volunteers, and US Ties are used when paid in-person interpretation is unavailable.

SITE RATIONALE	
Number of other affiliates present	4
Local overall unemployment rate	5.9%
Available jobs	Hospitality (housekeeping, custodial, steward positions), warehouse/industrial, food processing and packaging, and retail and food service.
Average starting wage	\$9.10 for full-time positions; 99% full-time; 82% of full-time positions offered benefits.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$650 Available: Always 2-Bedroom: \$750 Available: Always 3-Bedroom: \$899 Available: Always
Average wait time for newly arrived refugees to receive a health screening	15-20 days

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	Yes
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	Yes

1. **Health Care Access and Refugees with Special Needs:** The IRC in Atlanta is well-placed to serve a wide variety of cases, with no notable exceptions. Because of the limited availability of public benefits, one member of the case must be able to work full-time. To assist clients with

special needs, the IRC in Atlanta offers a range of in-house programs and maintains strong relationships with local medical providers and social service organizations. Atlanta has a significant number of both medical and mental health facilities accessible by public transportation in close proximity to areas where refugees are resettled. The DeKalb County Board of Health's Richardson Health Center houses the Refugee Health Program, Refugee Pediatric Clinic, TB Control Program, and Ryan White Early Care Clinic, which provides HIV care services. A representative from the Refugee Health Clinic comes to the IRC office every week to introduce clients to the health care system and explain the Refugee Health Program. If, during a health screening, the clinic determines that a client requires specialized treatment, clinic staff communicate with their counterparts at the IRC, who then schedule appointments and arrange transportation and interpretation. The Women's Health Program at the IRC also provides female clients with additional reproductive health and family planning services.

2. Public Outreach: The IRC in Atlanta receives strong public support and proactively engages with a variety of stakeholders. The IRC in Atlanta proactively pursues outreach and public education about refugees and the resettlement process in Georgia. The office sends an outreach letter to all relevant appointed officials at the local, state and federal level in the fall of each year. The IRC in Atlanta is also a founding member of the Coalition of Refugee Serving Agencies (CSRA), a group actively providing public outreach and engaging officials at all levels, and the IRC holds the 2015 Chair of the CRSA organization. CRSA's annual keystone event, the New American's Celebration held at the State Capitol during the legislative session, had its highest attendance ever in February 2015 and sponsored the first ever naturalization ceremony in the Capitol in partnership with USCIS. Outreach goals for the coming year include continued growth of existing events with an emphasis on expanding resettlement capacity.

3. Financial Resources:

Projected Contributions to the R&P Program						
Type of Donor	FY2014 Actual Cash	FY2014 Actual In-kind Value	FY2015 Estimated Cash	FY2015 Estimated In-kind Value	FY2016 Projected Cash	FY2016 Projected In-kind Value
Foundations/ Corporations	\$15,000		\$15,000		\$20,000	
Faith-based/ Community-based Organizations			\$6,000		\$10,000	
Fees for Service						
Individuals	\$12,750		\$17,850		\$35,000	
Volunteer Hours/Miles		\$228,000		\$250,250		\$268,895
State/County/Local Government:						
Headquarters						
Affiliate/Sub-office						
Other:						
TOTALS	\$27,750	\$228,000	\$38,850	\$250,250	\$65,000	\$268,895
TOTALS PER CAPITA	\$31	\$258	\$46	\$294	\$76	\$316

FY2016 Affiliate/Sub-office Abstract
 Each Abstract must be limited to 3 pages

National Agency	International Rescue Committee, Inc.	Affiliate Code	IDIRC01
Office State	Idaho	Office City	Boise
Office Name	The IRC in Boise		
Office Address	7188 W. Potomac Drive, Suite 100, Boise, ID 83704		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY2015	4.02	0	72
FY2016	3.94	0	76

CASELOAD STATISTICS (number of individuals)	FY2014 Actual Arrivals					313
	FY2015 Acknowledged Capacity					300
	FY2015 Anticipated Arrivals					290
PROPOSED FY2016	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity	15	15	5	0	140	175
No U.S. Tie Capacity	105	0	0	0	20	125
Total Capacity	120	15	5	0	160	300

FY2014 R&P PERIOD REPORT OUTCOMES			
R&P Period Employment % (individuals):	26.52%	R&P Period Out-Migration % (individuals):	23.96%
Total R&P Period Reports Submitted for FY2014 (number of cases/number of individuals):		132/313	
Number of reports showing social security card application as late or incomplete			15
Number of reports showing enrollment in cash assistance as late or incomplete			11
Number of reports showing enrollment in medical assistance as late or incomplete			15
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			20
Number of reports showing enrollment in ESL as late or incomplete			16
Number of reports showing enrollment in employment services as late or incomplete			10
Number of reports showing school enrollment of minor child as late or incomplete			9
Number of reports showing health screening as late or incomplete			12
Number of reports showing enrollment in other services as appropriate as late or incomplete			26
Number of reports showing household income not exceeding expenses			0
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			0

RECENT/PROPOSED CASELOAD	
Nationalities served FY2014–FY2015	Afghanistan, Bhutan, Burma, Central African Republic, Congo, Dem. Rep. Congo, Ethiopia, Iran, Iraq, Laos, Nepal, Rwanda, Somalia, Sudan
Proposed nationalities FY2016	Afghanistan, Bhutan, Burma, Central African Republic, Congo, Dem. Rep. Congo, Ethiopia, Iran, Iraq, Laos, Nepal, Rwanda, Somalia, Sudan
Languages available on staff to support the proposed caseload	Arabic, Burmese, French, Karen, Kinyarwanda, Nepali, Russian, Somali, Spanish, Thai, Swahili, Lingala, Hausa, Djembe
Languages available from within the community of resettlement to support the proposed caseload	Amharic, Arabic, Burmese, Chichewa, Dary, Dioula, Farsi, French, Hindi, Karen, Karen (Poe, Sgaw), Karenni, Kibembe, Kifulera, Kinyamulenge, Kinyarwanda, Kirundi, Kunama, Lingala, MaiMai, Munukutuba, Nepali, Panjabi, Pashtu, Saraiki, Somali, Swahili, Tigrinya, Turkish, Urdu
Other language resources used	The IRC in Boise uses phone interpreters, when local interpreters unavailable, approximately 10 times a year.

SITE RATIONALE	
Number of other affiliates present	2
Local overall unemployment rate	4.1%
Available jobs	Hospitality, janitorial, food service, warehousing, nursing, transportation (driving), production
Average starting wage	\$8.54 for full-time positions; 66% full-time; 32% of full-time positions offered benefits.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$650 Available: Frequently 2-Bedroom: \$700 Available: Frequently 3-Bedroom: \$750 Available: Sometimes
Average wait time for newly arrived refugees to receive a health screening	1-3 weeks

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	Yes
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	Yes

1. Health Care Access and Refugees with Special Needs: The IRC in Boise is capable of serving a variety of cases, including clients with mental health needs, most large families, single-headed households, single cases, clients with disabilities, elderly clients, and LGBTI clients. The IRC in Boise has limited capacity, however, to serve clients with complex medical needs. As Medicaid in Idaho only covers dental care for children, adults are referred to clinics that offer a limited range of free services. On a similar note, no vision services are available to refugees under Medicaid in Idaho. The IRC in Boise has also faced increasing difficulty in recent years in finding

affordable housing for families with more than eight members. Larger families typically face an extended stay in relatively expensive temporary or transitional housing.

2. **Public Outreach:** The IRC in Boise takes part in a variety of community groups that educate the community about the IRC's services and refugee resettlement. In FY2015, the office developed a partnership with another community organization, One Community. This partnership set out to find and recruit family mentors for newly arrived refugee families needing additional support. The outreach program educates the community on the needs of newly arriving refugees and the benefits of providing them with a local family mentor. Interested families go through a structured training and then are paired up with a newly arrived refugee family identified by the IRC. Since the initial outreach for family mentors was within the faith based community, the IRC in Boise plans to reach out to non-faith based communities for family mentors in FY2016 to expand the family mentor pool. The IRC in Boise also has held two Open Houses which brought awareness of the IRC's refugee programs, including the background and needs of Boise refugee populations. Both Open Houses led to an increase in volunteers and in kind donations for the R&P program. The IRC in Boise plans to continue hosting Open House's in FY2016 and will place a stronger focus on cultivating relationships with those attending and interested in the IRC.

3. **Financial Resources:**

Projected Contributions to the R&P Program						
Type of Donor	FY2014 Actual Cash	FY2014 Actual In-kind Value	FY2015 Estimated Cash	FY2015 Estimated In-kind Value	FY2016 Projected Cash	FY2016 Projected In-kind Value
Foundations/ Corporations						
Faith-based/ Community-based Organizations						
Fees for Service Individuals						
Volunteer Hours/Miles		\$31,725		\$40,000		\$40,000
State/County/Local Government:						
Headquarters						
Affiliate/Sub-office						
Other:						
TOTALS	\$0	\$31,725	\$0	\$40,000	\$0	\$40,000
TOTALS PER CAPITA	\$0	\$101	\$0	\$133	\$0	\$133

FY2016 Affiliate/Sub-office Abstract
*****Each Abstract must be limited to 3 pages*****

National Agency	International Rescue Committee, Inc.	Affiliate Code	KSIRC02
Office State	Kansas	Office City	Garden City
Office Name	The IRC in Garden City		
Office Address	302 N. Fleming Street, Suite 8E, Garden City, KS 67846		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A	Sub-office	The IRC in Garden City
		Administering affiliate	The IRC in Wichita
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY2015	1.00	0	65
FY2016	1.00	0	80

CASELOAD STATISTICS (number of individuals)	FY2014 Actual Arrivals					N/A
	FY2015 Acknowledged Capacity					80
	FY2015 Anticipated Arrivals					65
PROPOSED FY2016	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity	30	40	0	10	0	80
No U.S. Tie Capacity	0	0	0	0	0	0
Total Capacity	30	40	0	10	0	80

FY2014 R&P PERIOD REPORT OUTCOMES			
R&P Period Employment % (individuals):	N/A	R&P Period Out-Migration % (individuals):	N/A
Total R&P Period Reports Submitted for FY2014 (number of cases/number of individuals):	N/A		
Number of reports showing social security card application as late or incomplete	N/A		
Number of reports showing enrollment in cash assistance as late or incomplete	N/A		
Number of reports showing enrollment in medical assistance as late or incomplete	N/A		
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete	N/A		
Number of reports showing enrollment in ESL as late or incomplete	N/A		
Number of reports showing enrollment in employment services as late or incomplete	N/A		
Number of reports showing school enrollment of minor child as late or incomplete	N/A		
Number of reports showing health screening as late or incomplete	N/A		
Number of reports showing enrollment in other services as appropriate as late or incomplete	N/A		
Number of reports showing household income not exceeding expenses	N/A		
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends	N/A		

RECENT/PROPOSED CASELOAD	
Nationalities served FY2014–FY2015	Burma, Cuba, Eritrea, Somalia
Proposed nationalities FY2016	Burma, Cuba, Eritrea, Somalia, El-Salvador, Guatemala, Honduras
Languages available on staff to support the proposed caseload	Arabic, Bari (Kuku), Burmese, French, Luo (Acholi), Somali, Spanish (<i>Note: includes staff and contracted interpreters</i>).
Languages available from within the community of resettlement to support the proposed caseload	Amharic, Burmese, Chin (all dialects), French, Oromo, Pashto, Somali, Spanish, Swahili, Somali, Tigrinya.
Other language resources used	The IRC has a contract with Certified Languages, a telephonic interpretation company which is utilized when in-person service cannot be arranged.

SITE RATIONALE							
Number of other affiliates present	0						
Local overall unemployment rate	4.9%						
Available jobs	Housekeeping, Food Service Worker, food production (Meat Packer, Inventory Associate, Fabrication), and Retail (stocking)						
Average starting wage	\$13.49 for full-time positions; 100% full-time; 30% of full-time positions offered benefits.						
Average monthly rent and availability (<i>Note whether Always, Frequently, Sometimes, or Never Available</i>)	<table> <tr> <td>1-Bedroom: \$375</td><td>Available: Sometimes</td></tr> <tr> <td>2-Bedroom: \$500</td><td>Available: Sometimes</td></tr> <tr> <td>3-Bedroom: \$650</td><td>Available: Sometimes</td></tr> </table>	1-Bedroom: \$375	Available: Sometimes	2-Bedroom: \$500	Available: Sometimes	3-Bedroom: \$650	Available: Sometimes
1-Bedroom: \$375	Available: Sometimes						
2-Bedroom: \$500	Available: Sometimes						
3-Bedroom: \$650	Available: Sometimes						
Average wait time for newly arrived refugees to receive a health screening	7 days						

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	Yes
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	Yes

1. Health Care Access and Refugees with Special Needs: The IRC in Garden City is capable of serving a wide variety of cases, including clients with basic medical needs, clients with mental health concerns, large families, single-headed households, single cases, clients with disabilities, and elderly clients. However, there are limited resources available in Garden City, Dodge City, or Liberal for LGBTI clients. While the office does not offer in-house health case management, the local health care system is equipped to address a range of health issues, including chronic diseases, high-risk pregnancy, heart conditions, cancer, physical and developmental disabilities, complex medical cases, and mental health issues. These specialties are available through local hospital networks in Garden City, Dodge City, and Liberal. The IRC in Garden City also enjoys a partnership with United Cerebral Palsy of Kansas, which provides free medical equipment such as wheelchairs, walkers, and other items not covered by Medicaid. However, one constraint is that dental care for adults continues to be extremely limited and covers only basic services, if

any. Finally, the IRC is able to secure child care subsidies for families with children through local community resources including the Kansas Childcare Subsidy Program and the YMCA's Alternative Payment Program. The Kansas Childcare Subsidy Program targets diverse families, including low-income families and families with teen parents who are completing their high school education. The local community college system also offers unique vocational programming for women and girls who are immigrants.

2. Public Outreach: The IRC in Garden City engages various stakeholders in order to create a more welcoming environment for refugees in Western Kansas. Outreach is typically conducted as one-on-one meetings with stakeholders or public speaking events. IRC staff have presented at public schools, community colleges, the United Way of Finney County, the United Way Seward County, Mexican American Ministries, the Liberal Area Coalition for Families, St. Catherine Hospital leadership, Finney County Health Department, Seward County Health Department, Retired and Senior Volunteer Program, and Finney County Health Coalition. The IRC in Garden City also facilitates a quarterly refugee support forum attended by representatives of key stakeholders, such as the State Refugee Coordinator, healthcare providers, the business community, non-profit organizations, faith institutions, community colleges, and local social service agencies. The IRC in Garden City secured funding from a local corporation to support refugee integration as result of its outreach efforts. It was also through these forums that the office elevated the issue of limited language access during medical care for refugees. As a result, more hospitals are developing language access plans for the first time since they began operations. In FY2016, this office will continue to advocate for improved language access and conduct further outreach into the business and faith communities to increase cash and in-kind contributions to the R&P program.

3. Financial Resources:

Projected Contributions to the R&P Program						
Type of Donor	FY2014 Actual Cash	FY2014 Actual In-kind Value	FY2015 Estimated Cash	FY2015 Estimated In-kind Value	FY2016 Projected Cash	FY2016 Projected In-kind Value
Foundations/Corporations	N/A	N/A	\$30,000		\$30,000	
Faith-based/Community-based Organizations	N/A	N/A		\$1,000		\$3,000
Fees for Service	N/A	N/A				
Individuals	N/A	N/A		\$3,000		\$6,000
Volunteer Hours/Miles	N/A	N/A		\$12,800		\$20,000
State/County/Local Government:	N/A	N/A				
Headquarters	N/A	N/A				
Affiliate/Sub-office	N/A	N/A				
Other:	N/A	N/A				
TOTALS	N/A	N/A	\$30,000	\$16,800	\$30,000	\$29,000
TOTALS PER CAPITA	N/A	N/A	\$375	\$210	\$375	\$363

FY2016 Affiliate/Sub-office Abstract
*****Each Abstract must be limited to 3 pages*****

National Agency	International Rescue Committee, Inc.	Affiliate Code	KSIRC01
Office State	Kansas	Office City	Wichita
Office Name	The IRC in Wichita		
Office Address	1530 South Oliver Street, Suite 270, Wichita, KS 67218		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A	Sub-office	The IRC in Garden City
		Administering affiliate	The IRC in Wichita
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY2015	2.60	0	77
FY2016	4.19	0.20	68

CASELOAD STATISTICS (number of individuals)	FY2014 Actual Arrivals					226
	FY2015 Acknowledged Capacity					150
	FY2015 Anticipated Arrivals					200
PROPOSED FY2016	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity	30	0	0	0	50	80
No U.S. Tie Capacity	150	0	0	0	70	220
Total Capacity	180	0	0	0	120	300

FY2014 R&P PERIOD REPORT OUTCOMES			
R&P Period Employment % (individuals):	72.03%	R&P Period Out-Migration % (individuals):	19.03%
Total R&P Period Reports Submitted for FY2014 (number of cases/number of individuals):		125/226	
Number of reports showing social security card application as late or incomplete			7
Number of reports showing enrollment in cash assistance as late or incomplete			2
Number of reports showing enrollment in medical assistance as late or incomplete			5
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			5
Number of reports showing enrollment in ESL as late or incomplete			6
Number of reports showing enrollment in employment services as late or incomplete			6
Number of reports showing school enrollment of minor child as late or incomplete			4
Number of reports showing health screening as late or incomplete			5
Number of reports showing enrollment in other services as appropriate as late or incomplete			6
Number of reports showing household income not exceeding expenses			2
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			0

RECENT/PROPOSED CASELOAD	
Nationalities served FY2014–FY2015	Afghanistan, Burma, Burundi, Central African Republic, Cuba, Dem. Rep. Congo, Eritrea, Ethiopia, Iraq, Jordan, Pakistan, Somalia, Sudan
Proposed nationalities FY2016	Afghanistan, Burundi, Central African Republic, Cuba, Dem. Rep. Congo, Eritrea, Ethiopia, Iraq, Jordan, Pakistan, Sudan, Syria
Languages available on staff to support the proposed caseload	Arabic (Iraq, Sudan, Syria), Farsi, French, Karen, Kikongo, Kinyamulenge, Kinyarwanda, Kirundi, Kiswahili, Lingala, Nepali, Pashto, Somali, Swahili, Tigrinya (<i>Note: includes staff and contracted interpreters</i>)
Languages available from within the community of resettlement to support the proposed caseload	French, Kikongo, Kinyamulenge, Kinyarwanda, Kirundi, Kiswahili, Lingala, Nepali, Somali, Swahili, Tigrinya, Burmese, Arabic (Iraq, Syria, Sudan), Amharic, Kikongo, and Luganda.
Other language resources used	The IRC uses Certified Languages, a telephonic interpretation provider, if in-person interpreter cannot be arranged.

SITE RATIONALE									
Number of other affiliates present	1								
Local overall unemployment rate	4.9%								
Available jobs	Food production (packing, line production, fabrication, distribution); Hospitality (dishwasher, cooks, housekeeping); Manufacturing (assembly line workers, machine operators, product quality assurance); Retail (stockers); and Construction								
Average starting wage	\$9.17 for full-time positions; 97% full-time; 33% of full-time positions offered benefits.								
Average monthly rent and availability (<i>Note whether Always, Frequently, Sometimes, or Never Available</i>)	<table> <tr> <td>Studio: \$375</td><td>Available: Always</td></tr> <tr> <td>1-Bedroom: \$409</td><td>Available: Always</td></tr> <tr> <td>2-Bedroom: \$452</td><td>Available: Always</td></tr> <tr> <td>3-Bedroom: \$610</td><td>Available: Always</td></tr> </table>	Studio: \$375	Available: Always	1-Bedroom: \$409	Available: Always	2-Bedroom: \$452	Available: Always	3-Bedroom: \$610	Available: Always
Studio: \$375	Available: Always								
1-Bedroom: \$409	Available: Always								
2-Bedroom: \$452	Available: Always								
3-Bedroom: \$610	Available: Always								
Average wait time for newly arrived refugees to receive a health screening	21 days								

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	Yes
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	Yes

1. Health Care Access and Refugees with Special Needs: The IRC in Wichita has the capacity to serve a wide range of cases, including clients with complex medical needs, clients with mental health needs, large families, single-headed households, single cases, clients with disabilities, and elderly clients. The office aims to increase its capacity to support LGBTI clients but currently does not offer specialized services for LGBTI clients. The IRC in Wichita has recently established a partnership with HealthCorps, a federally qualified health facility that serves low-income individuals. The clinic has hired a former IRC client to serve as the Patient

Care Coordinator. This partnership will allow the IRC in Wichita to provide high-quality services to refugees with unique health needs, including chronic diseases, high-risk pregnancy, heart conditions, and physical and developmental disabilities. As the State of Kansas provides child care subsidies for income-qualifying individuals working at least 30 hours per week, IRC is able to secure child care subsidies for families with children, and local resources in Wichita support the need for limited emergency rental assistance. IRC is looking forward to welcoming Syrians to the Wichita community, where appropriate interpreters are able to meet language needs and an existing Syrian community can provide support to new arrivals.

2. Public Outreach: The IRC in Wichita engages various stakeholders in order to create a more welcoming environment for refugees. The office's outreach strategy involves holding one-on-one meetings or public speaking events for representatives of local and state government, the business community, non-profit organizations, faith institutions, colleges and universities and local social service agencies. The IRC in Wichita held recent speaking engagements at Wichita State University, the University of Kansas, and local churches. Additionally, the IRC in Wichita formed an Employer Advisory Council to discuss ways to increase employment opportunities for refugees in the greater Wichita area. As a result of these outreach efforts, a local bank has committed to providing ongoing financial literacy education to refugees. The IRC in Wichita has also recruited six interns who have collectively contributed over 3,360 hours toward R&P activities thus far in FY2015. Additionally, the IRC in Wichita established a partnership with HealthCorps Clinic, which has helped address delays in refugee medical care. In FY2016, the IRC in Wichita will extend outreach further into the business community and the local philanthropic community in order to increase cash and in-kind contributions from both sectors.

3. Financial Resources:

Projected Contributions to the R&P Program						
Type of Donor	FY2014 Actual Cash	FY2014 Actual In- kind Value	FY2015 Estimated Cash	FY2015 Estimated In-kind Value	FY2016 Projected Cash	FY2016 Projected In-kind Value
Foundations/ Corporations				\$30,000	\$7,500	\$38,000
Faith-based/ Community-based Organizations				\$13,000		\$13,000
Fees for Service						
Individuals				\$6,000	\$1,500	\$8,000
Volunteer Hours/Miles		\$29,379		\$59,071		\$63,978
State/County/Local Government:/						
Headquarters						
Affiliate/Sub-office						
Other:						
TOTALS	\$0	\$29,379	\$0	\$108,071	\$9,000	\$122,978
TOTALS PER CAPITA	\$0	\$130	\$0	\$720	\$30	\$410

FY2016 Affiliate/Sub-office Abstract
*****Each Abstract must be limited to 3 pages*****

National Agency	International Rescue Committee, Inc.	Affiliate Code	MDIRC01
Office State	Maryland	Office City	Baltimore
Office Name	The IRC in Baltimore		
Office Address	Baltimore Resettlement Center, 3516 Eastern Avenue, Baltimore, MD 21224		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY2015	11.20	0	74
FY2016	7.68	1.64	89

CASELOAD STATISTICS (number of individuals)	FY2014 Actual Arrivals					755
	FY2015 Acknowledged Capacity					761
	FY2015 Anticipated Arrivals					825
PROPOSED FY2016	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity	25	270	0	20	170	485
No U.S. Tie Capacity	260	10	0	0	70	340
Total Capacity	285	280	0	20	240	825

FY2014 R&P PERIOD REPORT OUTCOMES			
R&P Period Employment % (individuals):	44.30%	R&P Period Out-Migration % (individuals):	9.67%
Total R&P Period Reports Submitted for FY2014 (number of cases/number of individuals):		337/755	
Number of reports showing social security card application as late or incomplete			6
Number of reports showing enrollment in cash assistance as late or incomplete			3
Number of reports showing enrollment in medical assistance as late or incomplete			5
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			5
Number of reports showing enrollment in ESL as late or incomplete			8
Number of reports showing enrollment in employment services as late or incomplete			10
Number of reports showing school enrollment of minor child as late or incomplete			3
Number of reports showing health screening as late or incomplete			7
Number of reports showing enrollment in other services as appropriate as late or incomplete			6
Number of reports showing household income not exceeding expenses			18
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			1

RECENT/PROPOSED CASELOAD	
Nationalities served FY2014–FY2015	Afghanistan, Bhutan, Burma, Cambodia, Central African Republic, Cuba, Dem. Rep. Congo, Eritrea, Ethiopia, Guinea, Iran, Iraq, Jordan, Mauritania, Nepal, Pakistan, Republic of South Sudan, Rwanda, Somalia, Syria, Yemen, Zimbabwe
Proposed nationalities FY2016	Afghanistan, Bhutan, Burma, Cambodia, Central African Republic, Cuba, Dem. Rep. Congo, Eritrea, Ethiopia, Guinea, Iran, Iraq, Jordan, Mauritania, Nepal, Pakistan, Republic of South Sudan, Rwanda, Somalia, Syria, Yemen, Zimbabwe.
Languages available on staff to support the proposed caseload	ASL, Amharic, Arabic, Burmese, Dari, Falam, Farsi, French, Fula, Hakah Chin, Hindi, Italian, Karen, Kikongo, Kinyarwanda, Kissi, Kiswahili, Lingala, Nepali, Oromo, Pashto, Russian, Somali, Spanish, Swahili, Tigrinya, Wolof
Languages available from within the community of resettlement to support the proposed caseload	ASL, Amharic, Arabic, Burmese, Dari, Falam, Farsi, French, Fula, Hakah Chin, Hindi, Italian, Karen, Kikongo, Kinyarwanda, Kissi, Kiswahili, Lingala, Nepali, Oromo, Pashto, Russian, Somali, Spanish, Swahili, Tigrinya, Wolof.
Other language resources used	Telephonic interpretation is used when in-person interpretation is not available.

SITE RATIONALE	
Number of other affiliates present	3
Local overall unemployment rate	5.7%
Available jobs	Light Industrial (warehouse picker/packer), food service (food preparation, dishwashing, bussing), hospitality (housekeeping, cleaning, laundry), landscaping and security services.
Average starting wage	\$8.63 for full-time positions; 98% full-time; 81% of full-time positions offered benefits.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$695 Available: Always 2-Bedroom: \$845 Available: Always 3-Bedroom: \$975 Available: Frequently
Average wait time for newly arrived refugees to receive a health screening	35 days

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	Yes
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	Yes

1. Health Care Access and Refugees with Special Needs: The IRC in Baltimore is capable of serving a wide variety of cases, including clients with complex medical needs, clients with mental health needs, large families, single-headed households, single cases, clients with disabilities, elderly clients and LGBTI clients. It can be challenging, however, to identify appropriate services for clients with severe mental health issues: interpretation and culturally competent services are not always available through mental health providers, and this barrier has been exacerbated by a shortage of psychiatrists in the Baltimore area who accept Medicaid.

To provide additional services to clients with special needs, the IRC in Baltimore makes referrals to in-house programs that empower clients to manage their own medical issues. Refugees can be referred for health mentorship with medical and nursing students, and pregnant clients are referred to the volunteer-based Pregnancy Support Program. Refugees with nutritional issues and/or special dietary needs are referred to the New Roots program for food education support, and clients with children under age five are referred to the Community Health Promoters program for one-on-one, home-based visits that focus on health education.

2. Public Outreach: The IRC acknowledges a request from the Maryland State Refugee Coordinator to maintain Baltimore projected arrivals for FY2016 at the same level as FY2015. The IRC also recognizes that the IRC in Baltimore has received strong public backing, proactively engages with a variety of stakeholders to strengthen support for refugee resettlement, and has established partnerships that allows resettlement of numerous special cases that would be difficult to place elsewhere. Balancing these considerations, the IRC is proposing a very modest increase in arrivals, given the area's favorability as a site for long-term refugee integration and continued support from key community stakeholders to welcome new refugees. To that end, the Mayor of Baltimore convened a New American's Taskforce in 2014, with robust participation from IRC staff, to develop recommendations that can be implemented by the City to attract and retain refugees and immigrants over the next decade. The IRC Executive Director sits on the Steering Committee of the New Americans Taskforce to assist in implementation of these recommendations. The IRC in Baltimore also has a strong partnership with the Southeast Community Development Corporation in order to involve refugees in civic activities and home ownership initiatives. The IRC in Baltimore will continue outreach with government agencies, elected officials, community associations, schools, and other human services organization about refugees in FY2016 to further strengthen the climate for refugee resettlement.

3. Financial Resources:

Projected Contributions to the R&P Program						
Type of Donor	FY2014 Actual Cash	FY2014 Actual In-kind Value	FY2015 Estimated Cash	FY2015 Estimated In-kind Value	FY2016 Projected Cash	FY2016 Projected In-kind Value
Foundations/ Corporations	\$11,600		\$11,250		\$10,000	
Faith-based/ Community- based Organizations						
Fees for Service						
Individuals	\$5,763	\$78,497	\$5,000	\$100,321	\$5,000	\$110,000
Volunteer Hours/Miles		\$43,173		\$55,177		\$60,500
State/County/Local Government:						
Headquarters					\$53,050	
Affiliate/Sub-office						
Other:						
TOTALS	\$17,363	\$121,670	\$16,250	\$155,498	\$68,050	\$170,500
TOTALS PER CAPITA	\$23	\$161	\$21	\$204	\$82	\$207

FY2016 Affiliate/Sub-office Abstract
 Each Abstract must be limited to 3 pages

National Agency	International Rescue Committee, Inc.	Affiliate Code	MDIRC02
Office State	Maryland	Office City	Silver Spring
Office Name	The IRC in Silver Spring		
Office Address	Suburban Washington Resettlement Center 8719 Colesville Road, 3 rd Floor, Silver Spring MD 20910		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY2015	3.75	0	93
FY2016	3.80	0.64	89

CASELOAD STATISTICS (number of individuals)		FY2014 Actual Arrivals				377	
		FY2015 Acknowledged Capacity				395	
		FY2015 Anticipated Arrivals				350	
PROPOSED FY2016		AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity		70	35	0	5	110	220
No U.S. Tie Capacity		70	0	0	15	90	175
Total Capacity		140	35	0	20	200	395

FY2014 R&P PERIOD REPORT OUTCOMES			
R&P Period Employment % (individuals):	35.00%	R&P Period Out-Migration % (individuals):	19.68%
Total R&P Period Reports Submitted for FY2014 (number of cases/number of individuals):		178/376	
Number of reports showing social security card application as late or incomplete			7
Number of reports showing enrollment in cash assistance as late or incomplete			7
Number of reports showing enrollment in medical assistance as late or incomplete			5
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			5
Number of reports showing enrollment in ESL as late or incomplete			10
Number of reports showing enrollment in employment services as late or incomplete			6
Number of reports showing school enrollment of minor child as late or incomplete			9
Number of reports showing health screening as late or incomplete			12
Number of reports showing enrollment in other services as appropriate as late or incomplete			5
Number of reports showing household income not exceeding expenses			9
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			1

RECENT/PROPOSED CASELOAD	
Nationalities served FY2014–FY2015	Afghanistan, Bhutan, Burma, Colombia, Cuba, Dem. Rep. Congo, Ecuador, Eritrea, Ethiopia, Iran, Iraq, Pakistan, Palestine, Somalia, Sudan, Syria, Uganda, Vietnam
Proposed nationalities FY2016	Afghanistan, Bhutan, Burma, Colombia, Cuba, Dem. Rep. Congo, Ecuador, Eritrea, Ethiopia, Iran, Iraq, Pakistan, Palestine, Somalia, Sudan, Syria, Uganda, Honduras, El-Salvador, Guatemala
Languages available on staff to support the proposed caseload	Amharic, Arabic, Burmese, Chin, Dari, Farsi, French, Kinyarwanda, Kirundi, Kiswahili, Kurdish, Lingala, Luganda, Nepali, Oromo, Pashto, Somali, Spanish, Swahili, Tigrinya, Urdu, Vietnamese, and Wolof.
Languages available from within the community of resettlement to support the proposed caseload	Amharic, Arabic, Burmese, Chin, Dari, Farsi, French, Kinyarwanda, Kirundi, Kiswahili, Kurdish, Lingala, Luganda, Nepali, Oromo, Pashto, Somali, Spanish, Swahili, Tigrinya, Urdu, Vietnamese, Wolof
Other language resources used	The IRC in Silver Spring uses Language Line Solutions, a telephonic interpretation company, when in-person interpreter cannot be arranged. American Sign Language and Amharic Sign Languages also available as needed.

SITE RATIONALE							
Number of other affiliates present	2						
Local overall unemployment rate	4.7%						
Available jobs	Main available jobs include: Housekeeping, Houseman, Bell Attendant, Front Desk Agent, Banquet Server, Valet Parking, Server, Table Busser, Dishwasher, Banquet Server, Host, Cashier, Baker, Cook, and Customer Service Representative. Others include: Nursing Assistant, Phlebotomist, EKG Technician, and Medical Assistants.						
Average starting wage	\$10.20 for full-time positions; 65% full-time; 75% of full-time positions offered benefits.						
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	<table> <tr> <td>1-Bedroom: \$923.00</td><td>Available: Always</td></tr> <tr> <td>2-Bedroom: \$1034.00</td><td>Available: Always</td></tr> <tr> <td>3-Bedroom: \$1386.00</td><td>Available: Sometimes</td></tr> </table>	1-Bedroom: \$923.00	Available: Always	2-Bedroom: \$1034.00	Available: Always	3-Bedroom: \$1386.00	Available: Sometimes
1-Bedroom: \$923.00	Available: Always						
2-Bedroom: \$1034.00	Available: Always						
3-Bedroom: \$1386.00	Available: Sometimes						
Average wait time for newly arrived refugees to receive a health screening	10 days						

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	Yes
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	Yes

1. Health Care Access and Refugees with Special Needs: The IRC in Silver Spring is well-positioned to serve a wide range of cases, including clients with complex medical needs, clients with mental health needs, LGBTI clients, large families, most single-headed households, single cases, clients with disabilities, and elderly clients. Due to the high cost of living in metropolitan Washington D.C., however, the office has difficulties resettling single-headed households with only one potentially employable individual. The IRC in Silver Spring is capable of serving clients with unique health needs, including serious and chronic communicable diseases, high-risk pregnancy, heart conditions, cancer, physical and developmental disabilities, complex medical or surgical cases, and mental health cases. Through ongoing collaboration with the State Refugee Health Coordinator, the IRC in Silver Spring hosts adjustment groups and individual counseling for clients with mental health needs. The office is able to secure child care subsidies for families with children and long-term housing assistance for individuals affected by HIV/AIDS.

2. Public Outreach: The IRC in Silver Spring engages various stakeholders in order to create a more welcoming environment for refugees. The outreach strategy involves representatives of local and state government, non-profit organizations, ethnic communities, the business community and local social service agencies. The IRC in Silver Spring is also a member of various homelessness prevention, language advocacy and social service coalitions whose mandates involve addressing refugee and immigrant issues. The office's community engagement efforts in FY2015 led to many successes including \$50,000 in emergency housing funds from a local private organization and over 200 jobs derived from two job fairs arranged by a partnership between the IRC in Silver Spring and its business partners. The IRC in Silver Spring also partnered with CASA de Maryland to increase intake for CAM AOR applications. In FY2016, the office will continue to nurture existing relationships while expanding outreach to more organizations serving Central American Minors.

3. Financial Resources:

Financial Resources: Projected Contributions to the R&P Program						
Type of Donor	FY2014 Actual Cash	FY2014 Actual In-kind Value	FY2015 Estimated Cash	FY2015 Estimated In-kind Value	FY2016 Projected Cash	FY2016 Projected In-kind Value
Foundations/ Corporations	\$65,767		\$90,000		\$90,000	
Faith-based/ Community-based Organizations		\$5,000		\$7,500		\$7,500
Fees for Service						
Individuals	\$7,202	\$30,000	\$8,000	\$32,000	\$8,000	\$32,000
Volunteer Hours/Miles		\$130,000		\$190,000		\$190,000
State/County/Local Government:						
Headquarters						
Affiliate/Sub-office						
Other:						
TOTALS	\$72,969	\$165,000	\$98,000	\$229,500	\$98,000	\$229,500
TOTALS PER CAPITA	\$194	\$438	\$248	\$581	\$248	\$581

FY2016 Affiliate/Sub-office Abstract
*****Each Abstract must be limited to 3 pages*****

National Agency	International Rescue Committee, Inc.	Affiliate Code	NJIRC02
Office State	New Jersey	Office City	Elizabeth
Office Name	The IRC in Elizabeth		
Office Address	208 Commerce Place, 4 th Floor, Elizabeth, New Jersey, 07201		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A	Sub-office	The IRC in Elizabeth
		Administering affiliate	The IRC in New York
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY2015	2.73	0	81
FY2016	2.75	0.58	87

CASELOAD STATISTICS (number of individuals)	FY2014 Actual Arrivals					313
	FY2015 Acknowledged Capacity					300
	FY2015 Anticipated Arrivals					220
PROPOSED FY2016	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity	5	0	0	60	200	265
No U.S. Tie Capacity	10	0	0	0	15	25
Total Capacity	15	0	0	60	215	290

FY2014 R&P PERIOD REPORT OUTCOMES			
R&P Period Employment % (individuals):	24.56%	R&P Period Out-Migration % (individuals):	7.03%
Total R&P Period Reports Submitted for FY2014 (number of cases/number of individuals):		128/313	
Number of reports showing social security card application as late or incomplete			11
Number of reports showing enrollment in cash assistance as late or incomplete			7
Number of reports showing enrollment in medical assistance as late or incomplete			12
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			9
Number of reports showing enrollment in ESL as late or incomplete			4
Number of reports showing enrollment in employment services as late or incomplete			4
Number of reports showing school enrollment of minor child as late or incomplete			19
Number of reports showing health screening as late or incomplete			22
Number of reports showing enrollment in other services as appropriate as late or incomplete			30
Number of reports showing household income not exceeding expenses			0
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			0

RECENT/PROPOSED CASELOAD	
Nationalities served FY2014–FY2015	Afghanistan, Burma, China, Colombia, Cuba, Ecuador, Ethiopia, Iran, Iraq, Liberia, Moldova, Palestine, Sierra Leone, Sri Lanka (Ceylon), Sudan, Syria, Ukraine
Proposed nationalities FY2016	Afghanistan, Burma, China, Colombia, Cuba, Ecuador, Ethiopia, Iran, Iraq, Liberia, Moldova, Palestine, Sierra Leone, Sri Lanka (Ceylon), Sudan, Syria, Ukraine
Languages available on staff to support the proposed caseload	Arabic, Cantonese, French, Italian, Spanish
Languages available from within the community of resettlement to support the proposed caseload	Arabic, Dari, Farsi, French, Fur, Hindi, Pashto, Portuguese, Kiswahili, Lingala, Rega Lega, Spanish, Urdu
Other language resources used	The IRC in Elizabeth has a contract with Certified Languages, a telephonic interpretation company which is utilized when in-person service cannot be arranged. This service is used typically less than six times per year.

SITE RATIONALE	
Number of other affiliates present	2
Local overall unemployment rate	6.3%
Available jobs	Manufacturing, warehouse/packing and shipping, hospitality/hotels, hospitality/retail, food service
Average starting wage	\$8.46 Full Time/\$10.80 Part Time; 81% FT placements; 15% of FT positions offering health benefits
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	Studio: \$750 Available: Always 1-Bedroom: \$ 850 Available: Always 2-Bedroom: \$1,100 Available: Always 3-Bedroom: \$1,250/\$1300 Available: Always
Average wait time for newly arrived refugees to receive a health screening	10-20 days

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	Yes
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	Yes

1. Health Care Access and Refugees with Special Needs: The IRC in New Jersey is well-positioned to serve a wide variety of cases, with no notable exceptions. Through a strong and diverse case management staff, the New Jersey office has the capacity to serve most refugee clients with complex needs, and is able to provide additional services for clients with particularly acute needs through its Intensive Case Management program. The IRC in New Jersey serves clients with complex medical and mental health care issues, large families, single-headed households, clients with disabilities, and LGBTI clients. Specific client concerns, such as

histories of gender-based violence, mental health concerns, or experiences of trauma, are identified during the R&P service planning process and appropriate services are then identified either in-house or through referrals to local partners. Through strong partnerships with the Trinitas Hospital in Elizabeth, the University Hospital in Newark, Elmora Healthcare Pharmacy, Horizon NJ Health, and local federally qualified health centers, along with an extensive network of linguistically diverse service providers, the IRC in New Jersey is able to ensure that refugees receive timely medical and dental services. Located in Union County, Elizabeth is home to diverse communities including Iraqis, Cubans, Colombians, Syrians, Haitians, and East and West Africans. While the high cost of living, especially housing, can be a challenge, housing in and around Elizabeth is safe and close to area businesses, service providers and public transportation. Elizabeth is also a welcoming community for refugees.

2. Public Outreach: The IRC in Elizabeth maintains strong working relationships with the broader community in Elizabeth and throughout Union County, including city officials, other service providers and local community members. On April 23, 2015, the office held an open house and welcomed over 100 individuals, including City and County officials and Assembly members. IRC conducts outreach to and collaborates with the Union County Workforce Investment Board and the Greater Elizabeth Chamber of Commerce. In addition, IRC staff attend Union County Human Services Advisory Council meeting and Continuum of Care subcommittee meetings to connect to governmental and nonprofit resources. In FY2016, the IRC in Elizabeth will continue its outreach to community-based organizations, schools, institutions and faith based organizations and will continue attending relevant county and regional meetings. The IRC New Jersey expects that additional outreach to local elected officials will further promote support for refugee resettlement in northern New Jersey.

3. Financial Resources

Financial Resources: Projected Contributions to the R&P Program						
Type of Donor	FY2014 Actual Cash	FY2014 Actual In-kind Value	FY2015 Estimated Cash	FY2015 Estimated In-kind Value	FY2016 Projected Cash	FY2016 Projected In-kind Value
Foundations/Corporations	\$10,000		\$10,000		\$20,000	
Faith-based/Community-based Organizations		\$42,500		\$46,000		\$46,000
Fees for Service						
Individuals			\$5,000		\$5,000	
Volunteer Hours/Miles		\$86,000		\$90,000		\$100,000
State/County/Local Gov.						
Headquarters						
Affiliate/Sub-office						
Other:						
TOTALS	\$10,000	\$128,500	\$15,000	\$136,000	\$25,000	\$146,000
TOTALS PER CAPITA	\$32	\$411	\$50	\$453	\$86	\$503

FY2016 Affiliate/Sub-office Abstract
*****Each Abstract must be limited to 3 pages*****

National Agency	International Rescue Committee, Inc.	Affiliate Code	NYIRC01
Office State	New York	Office City	New York City
Office Name	The IRC in New York		
Office Address	263 West 38 th Street, 6 th Floor, New York NY 10018		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A	Sub-office	The IRC in Elizabeth
		Administering affiliate	The IRC in New York
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY2015	1.70	0	85
FY2016	1.60	0	94

CASELOAD STATISTICS (number of individuals)	FY2014 Actual Arrivals					154
	FY2015 Acknowledged Capacity					150
	FY2015 Anticipated Arrivals					145
PROPOSED FY2016	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity	5	40	0	10	85	140
No U.S. Tie Capacity	0	0	0	0	10	10
Total Capacity	5	40	0	10	95	150

FY2014 R&P PERIOD REPORT OUTCOMES			
R&P Period Employment % (individuals):	62.65%	R&P Period Out-Migration % (individuals):	9.74%
Total R&P Period Reports Submitted for FY2014 (number of cases/number of individuals):		76/154	
Number of reports showing social security card application as late or incomplete			1
Number of reports showing enrollment in cash assistance as late or incomplete			1
Number of reports showing enrollment in medical assistance as late or incomplete			1
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			1
Number of reports showing enrollment in ESL as late or incomplete			1
Number of reports showing enrollment in employment services as late or incomplete			2
Number of reports showing school enrollment of minor child as late or incomplete			0
Number of reports showing health screening as late or incomplete			2
Number of reports showing enrollment in other services as appropriate as late or incomplete			3
Number of reports showing household income not exceeding expenses			0
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			0

RECENT/PROPOSED CASELOAD	
Nationalities served FY2014–FY2015	Afghanistan, Bhutan, China, Cuba, Egypt, Ethiopia, Iran, Iraq, Jordan, Myanmar, Nepal, Pakistan
Proposed nationalities FY2016	Afghanistan, Bhutan, China, Cuba, Egypt, Ethiopia, Iran, Iraq, Myanmar, Nepal, Pakistan, Syria
Languages available on staff to support the proposed caseload	Amharic, Arabic, Bengali, Burmese, Cantonese, French, Fulani, German, Hebrew, Hindi, Italian, Karen, Nepali, Pashto, Russian, Spanish, Tibetan, Urdu, Vietnamese, Wolof
Languages available from within the community of resettlement to support the proposed caseload	Arabic, Burmese, Cantonese, Dari, Farsi, French, Hindi, Italian, Mandarin, Nepali, Pashto, Spanish, Tibetan, Urdu, Wolof
Other language resources used	The IRC in New York holds an agreement with the International Institute of Buffalo, which has language interpretation in over 90 languages. In addition, during FY2015 the IRC in New York office established the Community Interpreters Program, which draws on volunteers from local immigrant and refugee communities to specifically provide in-person and phone interpretation services as needed during the R&P period.

SITE RATIONALE	
Number of other affiliates present	4
Local overall unemployment rate	6.3%
Available jobs	Hospitality industry (housekeeping, custodial, steward positions), warehouse/industrial industry, food processing and packaging, with some additional employment secured in the retail and food service industry, as well as administrative support.
Average starting wage	\$11.02 for full-time positions; 87% full-time; 27% of full-time positions offered benefits.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 1,025 Available: Frequently 2-Bedroom: \$ 1,400 Available: Frequently 3-Bedroom: \$ 1,500+ Available: Sometimes
Average wait time for newly arrived refugees to receive a health screening	7-15 days

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	Yes
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	Yes

1. Health Care Access and Refugees with Special Needs: The IRC in New York is able to serve a wide variety of cases, with no notable exceptions. Clients include those with complex physical and mental health care concerns, large families, elderly clients, and LGBTI clients. Specific client concerns, such as histories of gender-based violence, mental health concerns, or experiences of trauma, are identified during the R&P service planning process and appropriate services are then identified either in-house, such as the Intensive Case Management program, or

through referrals to local partners. In addition, the IRC in New York has established relationships with several organizations that are able to provide specialized support, including the Bellevue/NYU Program for Survivors of Torture, the Arab-American Family Support Center, Mt. Sinai Adolescent Health Center, AllHealth and Industrial Medical Associates. While the cost of living is high, New York City is one of the most diverse cities in the United States, with a wide range of grocery stores, community centers, language schools, and other resources for refugees. The community offers a variety of job opportunities for newly arriving refugees.

2. Public Outreach: The IRC in New York developed new partnerships in FY15, including a partnership with United Healthcare Services (UHS) through which a part-time NY-state certified Affordable Care Act enroller conducts weekly on-site Medicaid enrollment. As a result, clients typically receive Medicaid benefits within a few weeks of application submission, a significant improvement over previous wait times. In addition, the IRC in New York has received two grants from UHS to provide essential household and personal care items to approximately 75 newly-arrived families, in addition to cash support. The IRC in New York also strengthened partnerships with community based organizations, including Women for Afghan Women, Adhikaar, and local mosques, to streamline the referral process and ensure all clients are able to access services and meet local members of the same ethnic, religious, and regional communities. In FY2016, the IRC in New York will continue outreach to community based organizations, schools, institutions and faith based organizations and will continue attending City meetings.

3. Financial Resources:

Projected Contributions to the R&P Program						
Type of Donor	FY2014 Actual Cash	FY2014 Actual In-kind Value	FY2015 Estimated Cash	FY2015 Estimated In-kind Value	FY2016 Projected Cash	FY2016 Projected In-kind Value
Foundations/ Corporations			\$9,500		\$5,000	
Faith-based/ Community-based Organizations		\$21,000		\$23,000		\$23,000
Fees for Service						
Individuals	\$5,000		\$5,000		\$5,000	
Volunteer Hours/Miles		\$100,000		\$110,000		\$110,000
State/County/Local Government:						
Headquarters						
Affiliate/Sub-office						
Other:						
TOTALS	\$5,000	\$121,000	\$14,500	\$133,000	\$10,000	\$133,000
TOTALS PER CAPITA	\$32	\$786	\$97	\$887	\$67	\$887

FY2016 Affiliate/Sub-office Abstract
 Each Abstract must be limited to 3 pages

National Agency	International Rescue Committee, Inc.	Affiliate Code	TXIRC02
Office State	Texas	Office City	Abilene
Office Name	The IRC in Abilene		
Office Address	3303 North Third Street Suite D, Abilene Texas 79603		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A	Sub-office	The IRC in Abilene
		Administering affiliate	The IRC in Dallas
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY2015	4.25	0	71
FY2016	3.45	0	72

CASELOAD STATISTICS (number of individuals)	FY2014 Actual Arrivals				279	
	FY2015 Acknowledged Capacity				200	
	FY2015 Anticipated Arrivals				300	
PROPOSED FY2016	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity	15	100	0	25	50	190
No U.S. Tie Capacity	60	0	0	0	0	60
Total Capacity	75	100	0	25	50	250

FY2014 R&P PERIOD REPORT OUTCOMES			
R&P Period Employment % (individuals):	61.59%	R&P Period Out-Migration % (individuals):	3.23%
Total R&P Period Reports Submitted for FY2014 (number of cases/number of individuals):		123/279	
Number of reports showing social security card application as late or incomplete			0
Number of reports showing enrollment in cash assistance as late or incomplete			0
Number of reports showing enrollment in medical assistance as late or incomplete			0
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			0
Number of reports showing enrollment in ESL as late or incomplete			0
Number of reports showing enrollment in employment services as late or incomplete			0
Number of reports showing school enrollment of minor child as late or incomplete			0
Number of reports showing health screening as late or incomplete			0
Number of reports showing enrollment in other services as appropriate as late or incomplete			0
Number of reports showing household income not exceeding expenses			0
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			0

RECENT/PROPOSED CASELOAD	
Nationalities served FY2014–FY2015	Afghanistan, Bhutan, Burma, Burundi, Congo, Cuba, Dem. Rep. Congo, Iraq, Rwanda, Togo
Proposed nationalities FY2016	Afghanistan, Bhutan, Burma, Burundi, Congo, Cuba, Congo DR, Iraq, Rwanda
Languages available on staff to support the proposed caseload	Arabic, Burmese, Falam, French, Hakah Chin, Hindi, Kikongo, Kinyamulenge, Kinyarwanda, Kirundi, Kiswahili, Lingala, Nepali, Spanish, Swahili
Languages available from within the community of resettlement to support the proposed caseload	Arabic, Burmese, Falam, French, Hakah, Chin, Hindi, Kikongo, Kinyamulenge, Kinyarwanda, Kirundi, Kiswahili, Lingala, Nepali, Spanish, Swahili
Other language resources used	The office has access to Certified Languages International language line, but this resource was not utilized in FY2014 or FY2015.

SITE RATIONALE	
Number of other affiliates present	0
Local overall unemployment rate	3.7%
Available jobs	Manufacturing, housekeeping & janitorial services, food services, direct service staff in the medical field, landscaping, retail.
Average starting wage	\$8.11 for full-time positions; 95% full-time; 60% of full-time positions offered benefits.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$ 510 Available: Frequently 2-Bedroom: \$ 600 Available: Always 3-Bedroom: \$ 830 Available: Always
Average wait time for newly arrived refugees to receive a health screening	14-21 days

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	Yes
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	Yes

1. Health Care Access and Refugees with Special Needs: The IRC in Abilene is capable of serving a wide variety of cases, including adults with complex medical needs, clients with basic mental health needs, large families, single-headed households, single cases, clients with disabilities, and elderly clients. The office has limited capacity, however, to serve LGBTI clients, clients with complex mental health issues, or minor clients with complex medical needs. Although the IRC office is clearly marked as a welcoming, LGBTI-friendly establishment, and IRC staff receive extensive training on the issue, there are very few resources in Abilene for LGBTI individuals. Access to pediatric medical services is also limited, despite office coordination with medical providers and partner organizations. Children with complex medical

needs, such as cardiac issues, must travel 150-200 miles to receive services in Fort Worth/Dallas, Texas, causing financial and emotional pressure on refugee families. Finally, most local mental health service providers do not accept federal insurance or offer interpretation services. The IRC in Abilene is able to refer clients with basic mental health concerns to the Betty Hardwick Center for Mental Health and Retardation and is actively seeking to increase its capacity to provide culturally and linguistically appropriate services to clients with mental health needs. The IRC in Abilene serves clients with special needs through its Intensive Case Management program and maintains strong relationships with local medical providers and social service organizations to further assist clients with special needs.

2. Public Outreach: The IRC in Abilene provides regular community outreach presentations to various community groups, faith based groups, and colleges. This has led to an increase in the number of volunteers and family mentors. As a direct result, the Abilene office implemented a volunteer-led ESL training program which has served approximately 50 clients thus far in FY2015. IRC attends community networking events, such as those hosted by the Basic Needs Network and the Abilene Chamber of Commerce. The IRC in Abilene has established relationships to offer clients a robust cultural orientation series with guest speakers on topics of health, domestic violence, home ownership, nutrition, and youth services. These relationships have also been utilized to offer IRC clients services including specialized school orientations, reading programs, interview clinics and employment opportunities. Additionally, the IRC actively outreaches to the Midland Community. The IRC hosted a three-day training for Midland service providers, community members and employers. The IRC attends the Midland Agency Cross Check meeting, a monthly gathering of local social service providers. In FY2016, the IRC in Abilene plans to expand its networking with government agencies, school districts, faith and community based groups, and the business and nonprofit communities. Through this outreach, IRC will continue to increase client access to community services and assist refugees in the integration process.

3. Financial Resources:

Projected Contributions to the R&P Program						
Type of Donor	FY2014 Actual Cash	FY2014 Actual In-kind Value	FY2015 Estimated Cash	FY2015 Estimated In-kind Value	FY2016 Projected Cash	FY2016 Projected In-kind Value
Foundations/ Corporations						
Faith-based/ Community- based Organizations		\$12,000		\$15,000		\$18,000
Fees for Service						
Individuals		\$6,000		\$9,000		\$12,000
Volunteer Hours/Miles		\$22,500		\$52,000		\$65,000
State/County/Local Gov.						
Headquarters						
Affiliate/Sub-office						
Other:						
TOTALS	\$0	\$40,500	\$0	\$76,000	\$0	\$95,000
TOTALS PER CAPITA	\$0	\$145	\$0	\$380	\$0	\$380

FY2016 Affiliate/Sub-office Abstract
*****Each Abstract must be limited to 3 pages*****

National Agency	International Rescue Committee, Inc.	Affiliate Code	TXIRC01
Office State	Texas	Office City	Dallas
Office Name	The IRC in Dallas		
Office Address	6500 Greenville Avenue, Suite 500, Dallas, TX 75206		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A	Sub-office	The IRC in Abilene
		Administering affiliate	The IRC in Dallas
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY2015	9.92	0	85
FY2016	10.63	0	75

CASELOAD STATISTICS (number of individuals)		FY2014 Actual Arrivals				743	
		FY2015 Acknowledged Capacity				700	
		FY2015 Anticipated Arrivals				840	
PROPOSED FY2016		AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity		10	270	0	15	485	780
No U.S. Tie Capacity		10	5	0	0	5	20
Total Capacity		20	275	0	15	490	800

FY2014 R&P PERIOD REPORT OUTCOMES			
R&P Period Employment % (individuals):	46.10%	R&P Period Out-Migration % (individuals):	2.83%
Total R&P Period Reports Submitted for FY2014 (number of cases/number of individuals):		342/743	
Number of reports showing social security card application as late or incomplete			4
Number of reports showing enrollment in cash assistance as late or incomplete			4
Number of reports showing enrollment in medical assistance as late or incomplete			3
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			4
Number of reports showing enrollment in ESL as late or incomplete			4
Number of reports showing enrollment in employment services as late or incomplete			4
Number of reports showing school enrollment of minor child as late or incomplete			2
Number of reports showing health screening as late or incomplete			5
Number of reports showing enrollment in other services as appropriate as late or incomplete			5
Number of reports showing household income not exceeding expenses			0
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			0

RECENT/PROPOSED CASELOAD	
Nationalities served FY2014–FY2015	Afghanistan, Bhutan, Burma, Cuba, Dem. Rep. Congo, Eritrea, Ethiopia, India, Iran, Iraq, Liberia, Nepal, Somalia, Sudan, Syria
Proposed nationalities FY2016	Afghanistan, Bhutan, Burma, Cuba, Dem. Rep. Congo, Eritrea, Ethiopia, India, Iran, Iraq, Liberia, Nepal, Somalia, Sudan, Syria
Languages available on staff to support the proposed caseload	ASL, Amharic, Arabic, Bosnian, Burmese, Dari, Falam, Farsi, French, Hakha Chin, Hindi, Karen, Kinyarwanda, Kirundi, Kiswahili, Nepali, Pashto, Serbo-Croatian, Spanish, Swahili, Thai, Tigrinya, Urdu (<i>Note: includes staff and contracted interpreters</i>)
Languages available from within the community of resettlement to support the proposed caseload	Amharic, Arabic, Burmese, Falam, Farsi, Hakha Chin, Karen, Nepali, Spanish
Other language resources used	Translation & Interpretation network (TIN), a business of Catholic Charities Fort Worth, is used once or twice a year for in-person interpretation when interpretation is not available through The IRC in Dallas staff or the internal interpreter network. Various language lines are used once or twice per quarter for unscheduled appointments or emergencies.

SITE RATIONALE	
Number of other affiliates present	4
Local overall unemployment rate	4.0%
Available jobs	Hospitality, manufacturing, driving, assembly, retail
Average starting wage	\$8.63 for full-time positions; 99% full-time; 44% of full-time positions offered benefits.
Average monthly rent and availability (<i>Note whether Always, Frequently, Sometimes, or Never Available</i>)	1-Bedroom: \$500 Available: Frequently 2-Bedroom: \$700 Available: Always 3-Bedroom: \$1,200 Available: Sometimes
Average wait time for newly arrived refugees to receive a health screening	45-60 days

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	Yes
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	Yes

1. Health Care Access and Refugees with Special Needs: The IRC in Dallas is well-positioned to serve a wide variety of cases with special needs, with very few exceptions. Access to child care is limited in the area, so accommodating single-headed households with young children can be challenging. However, if these types of cases have an active US Tie, they can be accommodated

by the IRC. The office maintains strong relationships with medical providers and mainstream social service organizations in the Dallas area to assist refugees with special needs, including the elderly, women and girls, pregnant women, clients with HIV/AIDS, and clients with disabilities, particularly those who are blind or hard of hearing. Clients with special needs are referred to the office's Intensive Case Management program for assistance with navigation and understanding of the US medical system, assistance in addressing barriers, and referral and intake services.

2. Public Outreach: The IRC in Dallas receives strong public backing and proactively engages with a variety of stakeholders to strengthen support for refugee resettlement in the Dallas area. In order to create community awareness, IRC meets with key stakeholders of local social service agencies, community groups and volunteers, including presentations to the Dallas City Council Finance Committee, the School Impact Coordinator at Dallas Independent School District, the Dallas Area Refugee Forum (DARF) and the Vickery Meadow Action Team (VCAT). In 2014 the volunteer coordinator held an outreach event at Ernst and Young's Dallas branch which resulted in 15 new volunteers, significant in-kind contributions, and a resume-building workshop that benefited newly arrived clients with their job search. In March 2015, multiple staff members conducted an outreach event at a local church which was attended by over 60 community members. This event resulted in more than 15 new mentors being placed with newly-arrived families, as well as donations of cash and goods. The office plans to continue this outreach strategy in FY2016, including expanding outreach events with external partners and donors including Goldman Sachs and Temple Emanu-El. These events are likely to result in new volunteers, significant in-kind contributions, and workshops and trainings that benefit refugees with acculturation, job searches, and economic self-sufficiency.

3. Financial Resources:

Projected Contributions to the R&P Program						
Type of Donor	FY2014 Actual Cash	FY2014 Actual In-kind Value	FY2015 Estimated Cash	FY2015 Estimated In-kind Value	FY2016 Projected Cash	FY2016 Projected In-kind Value
Foundations/ Corporations				\$3,000		\$6,000
Faith-based/ Community- based Organizations		\$3,600		\$3,600		\$5,000
Fees for Service						
Individuals		\$20,400		\$20,400		\$20,400
Volunteer Hours/Miles		\$82,575		\$110,000		\$115,000
State/County/Local Gov.						
Headquarters						
Affiliate/Sub-office						
Other:						
TOTALS	\$0	\$106,575	\$0	\$137,000	\$0	\$146,400
TOTALS PER CAPITA	\$0	\$143	\$0	\$196	\$0	\$183

FY2016 Affiliate/Sub-office Abstract
*****Each Abstract must be limited to 3 pages*****

National Agency	International Rescue Committee, Inc.	Affiliate Code	UTIRC01
Office State	Utah	Office City	Salt Lake City
Office Name	The IRC in Salt Lake City		
Office Address	221 South 400 West PO Box 3988, Salt Lake City, UT 94110		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY2015	6.32	0	78
FY2016	4.08	1.50	95

CASELOAD STATISTICS (number of individuals)	FY2014 Actual Arrivals					503
	FY2015 Acknowledged Capacity					516
	FY2015 Anticipated Arrivals					490
PROPOSED FY2016	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity	175	80	0	5	140	400
No U.S. Tie Capacity	60	10	0	0	60	130
Total Capacity	235	90	0	5	200	530

FY2014 R&P PERIOD REPORT OUTCOMES			
R&P Period Employment % (individuals):	15.60%	R&P Period Out-Migration % (individuals):	3.78%
Total R&P Period Reports Submitted for FY2014 (number of cases/number of individuals):		226/503	
Number of reports showing social security card application as late or incomplete			4
Number of reports showing enrollment in cash assistance as late or incomplete			4
Number of reports showing enrollment in medical assistance as late or incomplete			3
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			3
Number of reports showing enrollment in ESL as late or incomplete			3
Number of reports showing enrollment in employment services as late or incomplete			3
Number of reports showing school enrollment of minor child as late or incomplete			1
Number of reports showing health screening as late or incomplete			2
Number of reports showing enrollment in other services as appropriate as late or incomplete			4
Number of reports showing household income not exceeding expenses			31
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			2

RECENT/PROPOSED CASELOAD	
Nationalities served FY2014–FY2015	Afghanistan, Bhutan, Burma, Burundi, Cambodia, Central African Republic, Chad, China, Cuba, Dem. Rep. Congo, Eritrea, Ethiopia, Iran, Iraq, North Korea, Malaysia, Nepal, Republic of South Sudan, Rwanda, Somalia, Sri Lanka (Ceylon), Sudan, Syria, Togo, Yemen
Proposed nationalities FY2016	Afghanistan, Bhutan, Burma, Burundi, Cambodia, Central African Republic, Chad, China, Cuba, Dem. Rep. Congo, Eritrea, Ethiopia, Iran, Iraq, North Korea, Malaysia, Nepal, Republic of South Sudan, Rwanda, Somalia, Sri Lanka (Ceylon), Sudan, Syria, Togo, Yemen
Languages available on staff to support the proposed caseload	Amharic, Arabic, Burmese, Ewe, Farsi, French, Hindi, Karen, Kinyarwanda, Kirundi, Kiswahili, Korean, Krio, Lingala, Malay, Mandingo, Nepali, Rohingya, Somali, Spanish, Swahili, Thai, Tigrinya, Turkmen, Vietnamese
Languages available from within the community of resettlement to support the proposed caseload	Arabic, Farsi, Kiswahili, Kirundi, Kinyarwanda, Karen, Karenni, Somali, Tigrinya
Other language resources used	N/A

SITE RATIONALE	
Number of other affiliates present	1
Local overall unemployment rate	3.5%
Available jobs	Housekeeping, production (manufacturing), cashier (retail), and food service (dishwashing, cooking).
Average starting wage	\$9.83 for full-time positions; 89% full-time; 48% of full-time positions offered benefits.
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	1-Bedroom: \$630 Available: Always 2-Bedroom: \$760 Available: Always 3-Bedroom: \$1,050 Available: Frequently
Average wait time for newly arrived refugees to receive a health screening	22 days

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	Yes
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	Yes

1. Health Care Access and Refugees with Special Needs: The IRC in Salt Lake City office is able to serve a wide range of refugees with special needs, with no notable exceptions, and works closely with community partners to access health, mental health, and dental care, including emergency extractions for adults and ongoing dental care for children. The office

works with the infectious disease clinic at the University of Utah Hospital to ensure that refugees affected by HIV/AIDS receive services within seven days of arrival as well as ongoing care. Oncology services are provided through Huntsman Cancer Institute. Refugees identified as Class B1 TB and Class B2 TB or LTBI are referred to a public health nurse at the Salt Lake County Health Department for intake, education and treatment follow-up as needed. Renal dialysis, transplant and tropical medicine services are available through the University of Utah Hospital and Intermountain Health Care. Mental health services are provided through the Asian Association of Utah, including individual and group therapy as well as medication. Survivors of torture and war trauma are referred to the Utah Health and Human Rights Project. Several local clinics offer dental services for low-income individuals on a sliding scale.

2. Public Outreach: The IRC in Salt Lake City participates in various committees and forums in the greater community, including collaborations with school districts, youth programs, the United Way, higher education, a diversity council, and the Chamber of Commerce. The office manages a website and blog, and coordinates with businesses, churches and civic groups to provide education about refugees and recruit volunteers. The IRC works with the Salt Lake County Housing Authority and local developers to increase supported housing. The office has led an effort to better coordinate mental health assessments and referrals, resulting in early referrals of refugees demonstrating high stress or depressive symptoms during the first six months of arrival. The IRC in Salt Lake City also hosts an annual health fair, holds an annual film viewing for the general public, participates in several refugee community committees working on a Refugee Center strategy, participates in local micro-enterprise initiatives assisting refugees, and provides speakers for numerous universities and civic groups. The office participates in the World Refugee Day celebration held each June, and will continue these public outreach activities in FY2016.

3. Financial Resources:

Projected Contributions to the R&P Program						
Type of Donor	FY2014 Actual Cash	FY2014 Actual In-kind Value	FY2015 Estimated Cash	FY2015 Estimated In-kind Value	FY2016 Projected Cash	FY2016 Projected In-kind Value
Foundations/Corporations		\$2,000		\$2,000		\$2,000
Faith-based/Community-based Organizations		\$130,000		\$130,000		\$130,000
Fees for Service						
Individuals		\$80,000		\$80,000		\$80,000
Volunteer Hours/Miles		\$3,500		\$3,500		\$3,500
State/County/Local Gov.						
Headquarters					\$62,400	
Affiliate/Sub-office						
Other:						
TOTALS	\$0	\$215,500	\$0	\$215,500	\$62,400	\$215,500
TOTALS PER CAPITA	\$0	\$428	\$0	\$418	\$118	\$407

FY2016 Affiliate/Sub-office Abstract
*****Each Abstract must be limited to 3 pages*****

National Agency	International Rescue Committee, Inc.	Affiliate Code	VAIRC01
Office State	Virginia	Office City	Charlottesville
Office Name	The IRC in Charlottesville		
Office Address	609 East Market St., Suite 104, Charlottesville, VA 22902		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY2015	2.16	1.21	68
FY2016	2.09	0.75	88

CASELOAD STATISTICS (number of individuals)	FY2014 Actual Arrivals						229
	FY2015 Acknowledged Capacity						250
	FY2015 Anticipated Arrivals						230
PROPOSED FY2016	AF	EA	ECA	LAC	NE/SA	Total	
U.S. Tie Capacity	0	0	0	5	20	25	
No U.S. Tie Capacity	15	0	0	15	195	225	
Total Capacity	15	0	0	20	215	250	

FY2014 R&P PERIOD REPORT OUTCOMES			
R&P Period Employment % (individuals):	45.38%	R&P Period Out-Migration % (individuals):	1.75%
Total R&P Period Reports Submitted for FY2014 (number of cases/number of individuals):		101/229	
Number of reports showing social security card application as late or incomplete			2
Number of reports showing enrollment in cash assistance as late or incomplete			8
Number of reports showing enrollment in medical assistance as late or incomplete			2
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			2
Number of reports showing enrollment in ESL as late or incomplete			1
Number of reports showing enrollment in employment services as late or incomplete			1
Number of reports showing school enrollment of minor child as late or incomplete			3
Number of reports showing health screening as late or incomplete			12
Number of reports showing enrollment in other services as appropriate as late or incomplete			13
Number of reports showing household income not exceeding expenses			0
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			0

RECENT/PROPOSED CASELOAD	
Nationalities served FY2014–FY2015	Afghanistan, Bhutan, Burma, Colombia, Dem. Rep. Congo, India, Iran, Iraq, Kenya, Nepal, Palestine
Proposed nationalities FY2016	Afghanistan, Bhutan, Burma, Colombia, Dem. Rep. Congo, Iran, Iraq, Palestine, Syria
Languages available on staff to support the proposed caseload	Arabic, Dari, Farsi, French, Karen, Kinyarwanda, Kirundi, Kiswahili, Nepali, Pashto, Spanish
Languages available from within the community of resettlement to support the proposed caseload	Arabic, Burmese, Dari, Farsi, French, Karen, Karenni, Kinyarwanda, Kirundi, Kiswahili, Nepali, Pashto, Spanish
Other language resources used	The office uses telephonic interpretation approximately 10 times per month when needed for urgent situations or when a language is not available in the local community.

SITE RATIONALE							
Number of other affiliates present	0						
Local overall unemployment rate	4.3%						
Available jobs	Housekeeping in hotels, hospitals and offices; food service in restaurants and institutional settings; retails sales and stocking; warehousing						
Average starting wage	\$9.26 for full-time positions; 76% full-time; 55% of full-time positions offered benefits.						
Average monthly rent and availability (Note whether Always, Frequently, Sometimes, or Never Available)	<table> <tr> <td>1-Bedroom: \$725</td><td>Available: Always</td></tr> <tr> <td>2-Bedroom: \$875</td><td>Available: Always</td></tr> <tr> <td>3-Bedroom: \$980</td><td>Available: Frequently</td></tr> </table>	1-Bedroom: \$725	Available: Always	2-Bedroom: \$875	Available: Always	3-Bedroom: \$980	Available: Frequently
1-Bedroom: \$725	Available: Always						
2-Bedroom: \$875	Available: Always						
3-Bedroom: \$980	Available: Frequently						
Average wait time for newly arrived refugees to receive a health screening	21 days						

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	Yes
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	Yes

1. Health Care Access and Refugees with Special Needs: The IRC in Charlottesville is capable of serving a variety of cases, including clients with complex medical needs, clients with basic mental health needs, single-headed households, single cases, and clients with disabilities. In particular, a strong support network is available for clients with complex medical needs: the IRC intensive case management and health liaison programs provide referrals and support for those with special medical and psychosocial needs, and refugees have access to excellent medical care through the University of Virginia health system. The office has limited capacity, however, to serve clients with complex mental health issues. While basic psychiatric care is

available to treat anxiety and depression, there are very limited local resources to treat alcohol dependency, survivors of torture and trauma, and severe post-traumatic stress disorder, especially in pediatric cases. The only in-patient psychiatric facilities in Charlottesville are designed for short-term stays, and none are designed for children, so pediatric cases and those requiring hospitalization must be referred to other cities. IRC's partnerships with high quality medical facilities and a welcoming, safe resettlement environment make it an ideal location for clients who need intensive follow-up to address both urgent and chronic health care issues.

2. Public Outreach: The IRC in Charlottesville engages in outreach activities through the University of Virginia as well as the larger Charlottesville community. Efforts at the University include co-sponsoring an annual Refugee Film Festival, speaking to classes and student groups, and partnering with the University Internship Program as its largest placement site. Community activities include speaking with groups (such as Leadership Charlottesville and Rotary) and developing positive stories in local print and broadcast media. The IRC facilitates a monthly "Refugee Dialogue" of representatives from diverse agencies including the Chief of Police, Assistant Director of the Department of Social Services, Member of City Council, Member of the Human Rights Commission, Director of the Workforce Center, Dean of Workforce Services at Piedmont Virginia Community College, Director of Adult Education and the ESOL Coordinator for the Charlottesville City Schools, Director of Adult Services of Region Ten Community Service Board, and leaders of faith communities and ECBOs, among others. Participation in the dialogue group has grown as additional agency staff and community members have asked to join the meetings. Programming includes sharing information about the work of the partner agencies and discussing ways to improve services to refugees and immigrants in the community. A working group is developing suggestions to improve access for immigrants to mainstream workforce services. Working groups on additional topics such as social integration will likely be formed during the coming year.

3. Financial Resources:

Projected Contributions to the R&P Program						
Type of Donor	FY2014 Actual Cash	FY2014 Actual In-kind Value	FY2015 Estimated Cash	FY2015 Estimated In-kind Value	FY2016 Projected Cash	FY2016 Projected In-kind Value
Foundations/ Corporations			\$7,763			
Faith-based/ Community-based Organizations						
Fees for Service			\$43,284		\$37,597	
Individuals	\$4,200	\$15,400	\$5,000	\$16,000	\$5,000	\$16,000
Volunteer Hours/Miles		\$57,200		\$74,000		\$75,000
State/County/Local Government:						
Headquarters						
Affiliate/Sub-office						
Other:						
TOTALS	\$4,200	\$72,600	\$56,047	\$90,000	\$42,597	\$91,000
TOTALS PER CAPITA	\$18	\$317	\$224	\$360	\$170	\$364

FY2016 Affiliate/Sub-office Abstract
*****Each Abstract must be limited to 3 pages*****

National Agency	International Rescue Committee, Inc.	Affiliate Code	WAIRC01
Office State	Washington	Office City	Seattle
Office Name	The IRC in Seattle		
Office Address	100 S. King St. Suite 570, Seattle, WA 98104		
JOINT SITE		SUB-OFFICE	
If joint site, with which agency or agencies?	N/A	Sub-office	N/A
		Administering affiliate	N/A
R&P PROGRAM AFFILIATE STAFFING			
	R&P FTE paid by R&P	R&P FTE paid by other (not including volunteers)	Total Client/FTE Ratio
FY2015	5.96	0	94
FY2016	5.96	0.03	96

CASELOAD STATISTICS (number of individuals)	FY2014 Actual Arrivals				583	
	FY2015 Acknowledged Capacity				550	
	FY2015 Anticipated Arrivals				560	
PROPOSED FY2016	AF	EA	ECA	LAC	NE/SA	Total
U.S. Tie Capacity	100	30	10	0	240	380
No U.S. Tie Capacity	125	10	0	0	60	195
Total Capacity	225	40	10	0	300	575

FY2014 R&P PERIOD REPORT OUTCOMES			
R&P Period Employment % (individuals):	16.61%	R&P Period Out-Migration % (individuals):	3.09%
Total R&P Period Reports Submitted for FY2014 (number of cases/number of individuals):		207/583	
Number of reports showing social security card application as late or incomplete			7
Number of reports showing enrollment in cash assistance as late or incomplete			0
Number of reports showing enrollment in medical assistance as late or incomplete			0
Number of reports showing enrollment in SNAP (food stamps) as late or incomplete			0
Number of reports showing enrollment in ESL as late or incomplete			0
Number of reports showing enrollment in employment services as late or incomplete			0
Number of reports showing school enrollment of minor child as late or incomplete			0
Number of reports showing health screening as late or incomplete			1
Number of reports showing enrollment in other services as appropriate as late or incomplete			1
Number of reports showing household income not exceeding expenses			1
Number of reports showing that refugee is unable to identify source(s) of household income and expenses after R&P assistance ends			0

RECENT/PROPOSED CASELOAD	
Nationalities served FY2014–FY2015	Afghanistan, Belarus, Bhutan, Burma, Chad, Dem. Rep. Congo, Eritrea, Ethiopia, Iran, Iraq, Nepal, Russia, Somalia, Sri Lanka (Ceylon), Syria, Ukraine, Vietnam
Proposed nationalities FY2016	Afghan, Bhutanese, Burmese, Dem.Rep.Congo, Eritrea, Ethiopia, Iran, Iraq, Nepal, Somalia, Sri Lanka, Syria, Ukraine, Vietnamese
Languages available on staff to support the proposed caseload	Amharic, Arabic, Bhutanese, Burmese, French, Hakah Chin, Hindi, Kirundi, Kiswahili, Kurdish, Mizo, Nepali, Oromo, Russian, Somali, Spanish, Tamil, Tedim, Vietnamese (<i>Note: includes staff and contracted interpreters</i>)
Languages available from within the community of resettlement to support the proposed caseload	Dari, Farsi, Hindi, Karen, Nepali, Pashto, Tamil, Tigrinya, Urdu
Other language resources used	Community Jobs Placements, Community Interpreters trained by the IRC through a United Way grant and phone interpretation through Certified Languages International.

SITE RATIONALE							
Number of other affiliates present	4						
Local overall unemployment rate	4.6%						
Available jobs	Hospitality industry (housekeeping, custodial, steward positions), warehouse/industrial industry, light manufacturing, food processing and packaging, airport baggage handling, and some additional employment secured in the retail and food service industry.						
Average starting wage	\$10.87 for full-time positions; 89% full-time; 80% of full-time positions offered benefits.						
Average monthly rent and availability (<i>Note whether Always, Frequently, Sometimes, or Never Available</i>)	<table> <tr> <td>1-Bedroom: \$800</td><td>Available: Always</td></tr> <tr> <td>2-Bedroom: \$900</td><td>Available: Always</td></tr> <tr> <td>3-Bedroom: \$1200</td><td>Available: Sometimes</td></tr> </table>	1-Bedroom: \$800	Available: Always	2-Bedroom: \$900	Available: Always	3-Bedroom: \$1200	Available: Sometimes
1-Bedroom: \$800	Available: Always						
2-Bedroom: \$900	Available: Always						
3-Bedroom: \$1200	Available: Sometimes						
Average wait time for newly arrived refugees to receive a health screening	45-60 days						

GRIEVANCE AND PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE (PSEA) POLICY	
Indicate whether you have a grievance policy.	Yes
Indicate whether you have incorporated the IASC's six core principles for PSEA in your organization's code of conduct for all staff and volunteers.	Yes

1. Health Care Access and Refugees with Special Needs: The IRC in Seattle is well-positioned to serve a wide range of cases, including clients with complex medical needs, clients with mental health needs, large families, single-headed households, most single cases, clients with disabilities, elderly clients and LGBTI clients. Because of the high cost of housing in

Seattle, it can be difficult to serve single non-US Tie clients. Although the Seattle office is located in close proximity to several refugee-specific mental health providers, there is limited capacity to support pediatric cases with mental health issues. However, the IRC in Seattle has strong working relationships with the University of Washington-affiliated Harborview Medical Center and Children's Hospital, and is fully able to serve adults with mental health concerns, unless they require immediate hospitalization, and both adults and children with medical conditions. Through its Intensive Case Management (ICM) program, the IRC in Seattle also employs a full-time caseworker specifically assigned to medical and other special needs cases. The ICM caseworker belongs to a refugee medical working group committed to expanding refugee access to health care. Seattle also has excellent resources for LGBTI refugees and a very receptive community. Additionally, the IRC in Seattle supports a dedicated program for victims of gender-based violence and has strong relationships with established referral agencies in the area, including one that serves victims of torture.

2. Public Outreach: The IRC in Seattle Executive Director and other staff continue to hold meetings with local officials, the King County Refugee Forum, Tri-County Refugee Planning Committee Refugee State Advisory Council, Tukwila School District Resource Providers, New Arrivals Working Group (Medical) and other ad hoc meetings. In FY2015, members of the Advocacy Committee of the Tri-County Planning Committee met with legislators before a legislative session to inform them of the needs of the refugee community. The Committee also met with the Governor's Office and the Assistant Secretary of the Department of Social Services over the Governor's proposed budget which ultimately helped preserve funding to refugee services. The IRC in Seattle met with the new Director of the City of Seattle's Office of Immigrant and Refugee Affairs to discuss the needs of LGBTI refugees and ways the City can help this population. The IRC in Seattle's outreach efforts will continue in FY2016. The office's outreach strategy is continuously evolving to address the needs of current and anticipated refugee arrivals.

3. Financial Resources:

Projected Contributions to the R&P Program						
Type of Donor	FY2014 Actual Cash	FY2014 Actual In-kind Value	FY2015 Estimated Cash	FY2015 Estimated In-kind Value	FY2016 Projected Cash	FY2016 Projected In-kind Value
Foundations/ Corporations	\$27,000		\$46,000		\$125,000	
Faith-based/ Community-based Organizations						
Fees for Service						
Individuals	\$60,000		\$60,000		\$65,000	
Volunteer Hours/Miles		\$191,000		\$228,000		\$250,000
State/County/Local Government						
Headquarters						
Affiliate/Sub-office						
Other:						
TOTALS	\$87,000	\$191,000	\$106,000	\$228,000	\$190,000	\$250,000
TOTALS PER CAPITA	\$149	\$328	\$193	\$415	\$330	\$435

Statement of Rationale The IRC in Tallahassee, Florida

In 2016, the International Rescue Committee, Inc. (IRC) proposes a sub-office in Tallahassee, Florida to resettle 100 refugees in Leon County. In May 2015, the IRC in Miami opened a satellite office in Tallahassee after securing a contract with the State of Florida, Department of Children & Families, Refugee Services Office to provide Comprehensive Refugee Services in Leon County. Through this program, IRC assists eligible refugees and entrants in achieving economic self-sufficiency and social integration through case management, orientation, employment, and employment-related legal services. In May 2015, consultations were held with the State Refugee Coordinator, State Refugee Health Coordinator and City of Tallahassee Mayor's office to discuss IRC's plans to formally resettle refugees in Tallahassee. These stakeholders expressed support for the plan, including the number of refugees to be resettled, the anticipated refugee populations, and the services to be made available. In addition, IRC Miami leadership engaged with representatives at local schools, day care, and childcare providers in Tallahassee to evaluate availability of services for school aged and pre-school aged refugee children. Through IRC's discussions with the State of Florida, the local public health and local welfare offices in Tallahassee are aware of IRC's intention to resettle refugees in the Tallahassee community in FY16.

As a sub-office, the IRC in Tallahassee will benefit from the knowledge, expertise and capacity of the IRC in Miami. Since its establishment in the early 1960s, the Miami office has resettled tens of thousands of refugees from over 45 countries. In 2014, the IRC in Miami assisted over 600 total clients, securing employment for over 350 clients alone.

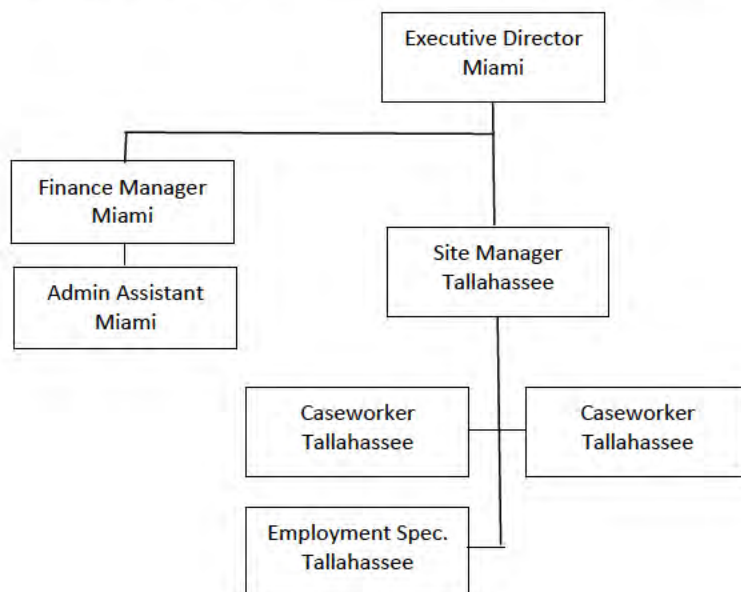
The Tallahassee/Leon County area is already home to a small number of refugees, asylees and parolees who have moved to the area to join family and friends, pursue employment opportunities and enjoy a safe and affordable standard of living. The Tallahassee area offers a positive and nurturing environment for newly arrived refugees because of the following factors:

- ❖ The unemployment rate in Tallahassee is the second lowest of Florida's 12 largest cities and well below the national average. Construction, mining, hospitality, food service and retail industries all offer entry level employment opportunities in and around Tallahassee.
- ❖ The Tallahassee transportation system is well-designed, affordable and includes express service along key routes.
- ❖ Housing in Tallahassee is affordable and safe, consistent with PRM guidelines.
- ❖ Tallahassee benefits from being an active college town, the seat of Florida's state government and home to the administrative offices of the state's social service agencies.
- ❖ The higher education opportunities allow for continued education and career development for refugees who wish to further their education in the United States.
- ❖ The area offers a strong programmatic diversity potential such as, solid support and engagement by the International Programs Department at Florida State University (i.e. language capacity, interns/volunteer/mentorship programs), support from a variety of congregations, philanthropic individuals and groups and newcomer associations.

In FY16, the Tallahassee sub-office will provide support to refugees who have already chosen to build a new life in Tallahassee, while ensuring that future arrivals have access to the services necessary to survive thrive in the United States.

Explanation of Management Structure IRC in Tallahassee, Florida

As a sub-office of the IRC in Miami, the IRC in Tallahassee will receive leadership, supervisory and operational support from the Miami office. A Site Manager in Tallahassee will report to the Executive Director in Miami. The Finance Manager and Administrative Assistant in Miami will directly support finance and human resource functions in Tallahassee. Other key positions to be hired in Tallahassee will be a Caseworker, as increased arrivals and service provision require. Currently, the office has hired a Caseworker and will be hiring an Employment Specialist to provide services beyond R&P period, under the state's Comprehensive Refugee Services contract. The proposed organizational chart for the office follows:



Executive Director

The Executive Director (ED) of the IRC in Miami will provide overall leadership and direction for the IRC's operations in Tallahassee, as well as direct supervision to the Site Manager through weekly phone meetings. The ED will be responsible for ensuring programmatic and financial compliance and quality assurance. The Executive Director will travel monthly to Tallahassee during the first year to continue to meet with local stakeholders, advocate as appropriate, and raise community support for the operation and refugees in the area. The Executive Director will approve the annual budget for the site and sign checks for the Tallahassee site. The Executive Director will be responsible for training the Site Manager on IRC's Policies and Protocols in all areas of operations, refugee resettlement, donor guidelines, and case file maintenance.

Finance Manager and Administrative Assistant

The Finance Manager and Administrative Assistant will provide support in key operational areas including finance, human resource administration and information technology. Finance books and records for the IRC in Tallahassee will be kept in Miami. All checks will be generated in the Miami office; checks for clients will be sent to Tallahassee on a bi-weekly basis and those for vendors will be sent directly to vendors. The annual budget for the IRC in Tallahassee will be developed in Miami in conjunction with the Executive Director and Site Manager. Initially, assistance with human resource administration will be provided by the Finance Manager including: having open positions approved by IRC HQ, requesting IT staff IT accounts and tracking staff time off. The administrative assistant supports the Finance manager with these activities. These roles and responsibilities will be transitioned to the Site Manager as the office becomes more established.

Site Manager

The Site Manager will work closely with the Executive Director on participating in community development activities and will be responsible for human resource management within the office, including reviewing resumes, conducting interviews, checking references for potential employees and volunteers and provide training. The Site Manager will supervise the direct service staff, and will also provide direct client services if volume dictates. The Site Manager and all other case management staff in Tallahassee will travel to Miami once per year for a joint staff retreat with Miami staff.

Timeline IRC in Tallahassee

Quarter 3 FY2015 (in progress)

- Meet with community leaders, legislators, partners and service providers in Tallahassee to continue preparations for refugee resettlement.
- Continue to build relationships with housing management companies and landlords.
- Continue to build contacts with employer partners.
- Hire and Train Site Manager.
- Continue regular conversations with State Coordinator.
- Submit proposal to United States Department of State for approval.

Quarter 4 FY2015

- Meet with community leaders, legislators, partners and service providers in Tallahassee to continue to continue preparations for refugee resettlement.
- Continue to build relationships with housing management companies and landlords.
- Continue to build contacts with employer partners.
- Continue regular discussions with State Coordinator.
- Begin recruitment for Caseworker
- Research and identify potential local fundraising and resource development sources.
- Assure cases for FY16

Quarter 1 FY2016

- Meet with community leaders, legislators, partners and service providers in Tallahassee to ensure smooth service provision for resettled refugees.
- Hire and train Caseworker.
- Continue regular discussions with State Coordinator
- Begin active resettlement
- Recruit and train volunteers.

Quarter 2 FY2016

- Meet with community leaders, legislators, partners and service providers in Tallahassee to ensure smooth service provision for resettled refugees.
- Continue active resettlement.
- Continue employment placement program.

Quarter 3 FY2016

- Meet with community leaders, legislators, partners and service providers in Tallahassee to ensure smooth service provision for resettled refugees.
- Continue active resettlement.
- Submit FY2017 abstract to United States Department of State.

Quarter 4 FY2016

- Meet with community leaders, legislators, partners and service providers in Tallahassee to continue to ensure smooth service provision for resettled refugees.
- Continue active resettlement.

**FY2016 Detailed Training Plan
IRC in Tallahassee**

Quarter	Target Staff	Topic	Trainer(s)
Q1	Site Manager	IRC Policies and Procedures; the “IRC Way”	Executive Director
		Cooperative Agreement and other applicable donor contracts/agreements	Executive Director
		IRC Finance protocols and policies	Finance Manager
		IRC HR protocols and policies	Executive Director and Regional HR Director at HQ
		Case File Structure and required documentation	Executive Director
		IRIS & ETO-IRC’s client databases	Miami Resettlement Manager eLearning Modules
		Working with volunteers and interpreters	Executive Director Development Manager
		Case File Maintenance	Miami Resettlement Manager
		Managing a Pipeline	Miami Resettlement Manager
Q2	Site Manager	Developing Community Relationships and Partnerships	Executive Director
Q2 (or Q3/Q4 depending on date of hire)	Caseworker	Cooperative Agreement, Case File Structure & Maintenance, other applicable donor contracts/agreements, IRIS & ETO-IRC’s client databases, working with volunteers and the “IRC Way”	Executive Director, Miami Resettlement Manager Miami Development Manager eLearning Modules
		IRC Finance protocol and policies	Finance Manager
Q3	Site Manager	Volunteer Recruitment and Coordination and development of volunteer and in-kind strategy	Miami Development Manager and Volunteer Operations Officer, HQ
		Managing In-Kind Donations	Miami Resettlement Manager



**State of Florida
Department of Children and Families**

**Rick Scott
Governor**

**Mike Carroll
Secretary**

My 26, 2015

To Whom It May Concern:

I am writing regarding International Rescue committee's (IRC) intent to establishing a new refugee resettlement sub-office in Tallahassee, Florida. It is my understanding that IRC's plan is to resettle 100 refugees through the Reception and Placement (R&P) Program and 45 through the Matching Grant program during FY 2016 in the Leon County area.

The IRC in Florida has over fifty years of experience in refugee services and has an excellent reputation providing services to refugees, asylees, victims of human trafficking and other eligible immigrants. The IRC has resettled tens of thousands of refugees since its opening in the early 1960s. Most of these refugees coming from over 45 countries were resettled in South Florida.

The Department of Children and Families, Refugee Services Office collaborates with the IRC and recognizes their excellent reputation in providing services to refugees and has most recently signed a contract with the IRC to provide Comprehensive Refugee Services in Leon County (Tallahassee) and welcome the formal recognition for refugee resettlement. This will benefit and strengthen our office's commitment to refugee resettlement in Leon County and help enhance opportunities to the refugee community as well as the residents of Leon County.

I look forward to our continued partnership with the IRC towards our common goal of creating a welcoming and sustainable refugee community in Tallahassee.

If you have any questions, please contact me by e-mail at Patti.Grogan@myflfamilies.com or by phone at (850) 717-4196.

Sincerely,

Patti Grogan
Director, Refugee Services

1317 Winewood Boulevard, Building 6, Room 200, Tallahassee, Florida 32399-0700

Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and
Advance Personal and Family Recovery and Resiliency



ANDREW D. GILLUM
MAYOR

June 3, 2015

To Whom It May Concern:

I am writing regarding International Rescue committee's (IRC) intent to establish a new refugee resettlement sub-office in Tallahassee, Florida. It is my understanding that IRC's plan is to resettle 100 refugees through the Reception and Placement (R&P) Program and 45 through the Matching Grant program during FY 2016 in the Leon County area.

The IRC in Florida has over fifty years of experience in refugee services and has an excellent reputation providing services to refugees, asylees, victims of human trafficking and other eligible immigrants. The IRC has resettled tens of thousands of refugees since its opening in the early 1960s. Most of these refugees coming from over 45 countries were resettled in South Florida.

As Mayor I support IRC's work in assisting refugees in Tallahassee through a recent contract with the Florida Department of Children & Families, Refugee Services Program that advocates for further efforts through formal recognition by the U.S. Department of State's Refugee Resettlement Program.

I look forward to our continued partnership with the IRC towards our common goal of creating a welcoming and sustainable refugee community in Tallahassee.

Respectfully,

A handwritten signature in black ink, reading "Andrew D. Gillum".

Andrew D. Gillum
Mayor



Faith in Action Since 1986

June 1, 2015

To Whom It May Concern:

Please accept this letter as official confirmation of my support for the International Rescue Committee receiving formal recognition for a new refugee resettlement sub-office in Tallahassee, Florida.

The IRC in Florida has over fifty years of experience in refugee services and has an excellent reputation providing services to refugees, asylees, victims of human trafficking and other eligible immigrants. The IRC has resettled tens of thousands of refugees since its opening in the early 1960s. Most of these refugees coming from over 45 countries were resettled in South Florida.

Good News Outreach is working with the IRC in providing housing options and support to newly arrived refugees in Tallahassee and welcome formal recognition for IRC's refugee resettlement program in Leon County. This will benefit and strengthen our commitment to serving this community in Tallahassee.

I look forward to working with the IRC in Florida to create and welcoming and sustainable refugee community in Tallahassee.

Sincerely,

Steve Starke
Executive Director

P.O. Box 3304 • Tallahassee, FL 32315-3304
Phone: 850-412-0016 • Fax: 850-412-0019
info@goodnewsoutreach.org
www.GoodNewsOutreach.org

RECEPTION & PLACEMENT PROGRAM
FY2016 National Management Budget Summary

Agency:	International Rescue Committee
Date:	10/16/15

Estimated Number of Refugees to be Resettled in FY2015	9,917
Proposed Number of Refugees to Resettle in FY2016	10,590

Number of R&P sites/locations (including affiliates and sub-offices) in FY2015	22
Number of R&P sites/locations (including affiliates and sub-offices) proposed in FY2016	23

	FY2016 R&P National Management Budget SUMMARY																	
	October - December 2015			January - March 2016			April - June 2016			July - September 2016			FY2016 TOTAL			FY2015 Estimated TOTAL		
	Federal Funds (PRM)	Non-Federal	TOTAL	Federal Funds (PRM)	Non-Federal	TOTAL	Federal Funds (PRM)	Non-Federal	TOTAL	Federal Funds (PRM)	Non-Federal	TOTAL	Federal Funds (PRM)	Non-Federal	TOTAL	Federal Funds (PRM)	Non-Federal	TOTAL
PERSONNEL	279,487		279,487	279,487		279,487	290,152		290,152	290,662		290,662	1,139,787		1,139,787	1,084,397		1,084,397
FRINGE BENEFITS	82,449		82,449	82,449		82,449	85,595		85,595	85,745		85,745	336,237		336,237	319,897		319,897
TRAVEL	13,066		13,066	13,066		13,066	55,466		55,466	57,962		57,962	139,560		139,560	127,827		127,827
EQUIPMENT	901		901	2,203		2,203	900		900	900		900	4,904		4,904	10,214		10,214
OFFICE SUPPLIES	48		48	48		48	47		47	47		47	190		190	960		960
PROFESSIONAL FEES	1,250		1,250	1,250		1,250	1,250		1,250	1,250		1,250	5,000		5,000	18,016		18,016
SPACE/UTILITIES	46,786		46,786	46,786		46,786	46,786		46,786	46,797		46,797	187,155		187,155	169,249		169,249
OTHER	31,761		31,761	31,761		31,761	31,761		31,761	193,183		193,183	288,466		288,466	230,969		230,969
TOTAL DIRECT COSTS	455,747		455,747	457,049		457,049	511,957		511,957	676,546		676,546	2,101,299		2,101,299	1,961,529		1,961,529
OVERHEAD	502,708		502,708	502,708		502,708	502,708		502,708	502,709		502,709	2,010,833		2,010,833	1,924,029		1,924,029
TOTAL PROGRAM BUDGET	958,455		958,455	959,757		959,757	1,014,665		1,014,665	1,179,255		1,179,255	4,112,132		4,112,132	3,885,558		3,885,558

NON-FEDERAL RESOURCES	
Please provide a breakdown of sources for private resources included in this budget, showing the source of funding and the amount. You may insert additional lines and modify the descriptions as appropriate.	
IOM Loans	\$ -
Outside Grants (specify)	\$ -
Private Donor Contributions	\$ -
	\$ -
	\$ -
TOTAL	\$ 1,000,000 *

* IRC estimates that these approximate amounts may be contributed to the R&P program from non-federal resources in FY16. Actual amounts will be determined during the year.

RECEPTION & PLACEMENT PROGRAM
FY2016 National Management Budget Detail

FY:	2016
Agency:	International Rescue Committee
Date:	10/16/2015

		Proposed FY2016 National Management Budget																		Comments
		October - December 2015			January - March 2016			April - June 2016			July - September 2016			FY2016 Total			FY2015 Estimated Total			
		Federal Funding (PRM)	Non-Federal Funding	TOTAL	Federal Funding (PRM)	Non-Federal Funding	TOTAL	Federal Funding (PRM)	Non-Federal Funding	TOTAL	Federal Funding (PRM)	Non-Federal Funding	TOTAL	Federal Funding (PRM)	Non-Federal Funding	TOTAL	Federal Funding (PRM)	Non-Federal Funding	TOTAL	
PERSONNEL	FTE	279,487		279,487	279,487		279,487	290,152		290,152	290,662		290,662	1,139,787		1,139,787	1,084,397		1,084,397	
Robin Dunn Marcos, Senior Director Processing & Resettlement	0.50	16,250		16,250	16,250		16,250	16,900		16,900	16,900		16,900	66,300		66,300				Provides oversight and quality assurance of IRC's implementation of the Reception and Placement program through management of the HQ resettlement and processing teams, collaboration with Regional Directors, and serving as a focal point for PRM and related working groups
Cynthia Jensen, Sr. Dir. for Resettlement Programs (former)																	73,384		73,384	Supports the management and implementation of the Reception and Placement program through ongoing technical assistance as well as monitoring, budgetary and contractual oversight
Kerry Sheldon, Director of Resettlement Programs	0.55	11,688		11,688	11,688		11,688	12,155		12,155	12,155		12,155	47,686		47,686	38,250		38,250	Supports the management and implementation of the Reception and Placement program through ongoing technical assistance as well as monitoring, budgetary and contractual oversight. This role has assumed R&P functions previously conducted by other positions. The position now coordinates technical support to R&P programming, manages R&P report tracking and analysis, conducts onsite monitoring and compliance review, and serves as a focal point for the provision of technical assistance to the field on cultural orientation.
Sara Dadkhah, Program Officer, R&P	0.85	13,963		13,963	13,963		13,963	14,521		14,521	14,521		14,521	56,968		56,968	33,150		33,150	Conducts onsite monitoring and compliance review and ensures that R&P clients are effectively transitioned to other relevant programs at the end of the R&P period
Gejsi Cangonji, Program Officer, Resettlement	0.10	1,750		1,750	1,750		1,750	1,820		1,820	1,820		1,820	7,140		7,140				Conducts onsite monitoring and compliance review and ensures that R&P clients are effectively transitioned to other relevant programs at the end of the R&P period
Sead Suvalic, Program Officer (former)																	38,090		38,090	Manage R&P report tracking and analysis and onsite monitoring and compliance review
Courtney Madsen, Program Officer, Resettlement	0.10	1,500		1,500	1,500		1,500	1,500		1,500	1,560		1,560	6,060		6,060				Conducts onsite monitoring and compliance review and ensures that R&P clients are effectively transitioned to other relevant programs at the end of the R&P period
Fiona Mason, Technical Advisor, ICM (former)																	10,404		10,404	Provides technical support to case management functions across the IRC programs and ensures that R&P clients are effectively transitioned to other relevant case management programs at the end of the R&P period
VACANT, Program Manager	0.50	6,120		6,120	6,120		6,120	6,365		6,365	6,365		6,365	24,970		24,970				Provides logistical and operational support to monitoring and compliance review processes as well as in-person and remote field staff training; manages distribution of training and compliance communication to field offices
Jackie Mize-Baker, Director for Processing	1.00	26,245		26,245	26,245		26,245	27,294		27,294	27,294		27,294	107,078		107,078	102,959		102,959	Manage all processing operations, represents IRC at allocations meetings and resettlement committees
Yolanda Barila, Arrival Specialist	1.00	19,010		19,010	19,010		19,010	19,770		19,770	19,770		19,770	77,560		77,560	74,044		74,044	Manages arrivals process and is a liaison with IOM
Meryem Altan, Processing Specialist	1.00	15,041		15,041	15,041		15,041	15,643		15,643	15,643		15,643	61,368		61,368	58,992		58,992	Manages pre-arrival processing, assists travel specialist, assists with R&P reports, enters data, manages unit supplies, archives documents
Annie Wu, Processing Specialist	1.00	16,609		16,609	16,609		16,609	17,273		17,273	17,273		17,273	67,764		67,764	64,690		64,690	Manages pre-arrival processing, assists travel specialist, assists with R&P reports, enters data, manages unit supplies, archives documents
Nga Ha, Processing Specialist	1.00	15,409		15,409	15,409		15,409	16,025		16,025	16,025		16,025	62,868		62,868	60,021		60,021	Manages pre-arrival processing, assists travel specialist, assists with R&P reports, enters data, manages unit supplies, archives documents
Prospero Herrera, Program Officer DQM	0.75	11,250		11,250	11,250		11,250	11,250		11,250	11,700		11,700	45,450		45,450	42,500		42,500	Manages pre-arrival processing reporting, and is the primary WRAPS contact
Muoi Lam, Processing Coordinator	1.00	14,698		14,698	14,698		14,698	15,286		15,286	15,286		15,286	59,968		59,968	57,646		57,646	Manages pre-arrival processing, enters data, collects I-94s, manages mail
Hana Sahar, Processing Assistant	1.00	12,890		12,890	12,890		12,890	13,406		13,406	13,406		13,406	52,592		52,592	45,031		45,031	Assists in all areas of pre-arrival processing
Gerrard Khan, Sr Dr. Resource Acquisition and Mgmt.	0.20	6,565		6,565	6,565		6,565	6,828		6,828	6,828		6,828	26,786		26,786	33,150		33,150	Oversees grant reporting and compliance and liaises with PRM and other resettlement agencies on grant management issues
Kelly Ricculi, Prog Dev Officer, Business Dev. Unit	0.50	7,779		7,779	7,779		7,779	8,090		8,090	8,090		8,090	31,738		31,738	25,375		25,375	Supports the development of tools and resources to build capacity and knowledge of client-facing staff in the areas of R&P service provision and resource development
Natalia Lopez, Sr. Prog. Officer, Volunteer Operations	0.25	4,938		4,938	4,938		4,938	5,135		5,135	5,135		5,135	20,146		20,146	16,884		16,884	Oversees training and best practices for volunteers providing R&P services
Floor de Ruijter, Program Officer, Development	0.20	3,112		3,112	3,112		3,112	3,236		3,236	3,236		3,236	12,696		12,696	12,240		12,240	Assists the HQ team in monitoring oversight of R&P activities
Rachel Beck, Assoc. Dir. Resource Acquisition and Mgmt..	0.05	1,250		1,250	1,250		1,250	1,300		1,300	1,300		1,300	5,100		5,100	4,349		4,349	Assists with grant reporting and compliance
Roisin Ford, Program Officer, Pacific West Region.	0.45	7,999		7,999	7,999		7,999	8,319		8,319	8,319		8,319	32,636		32,636	31,457		31,457	Performs on-site monitoring and is a point of contact on social service issues, capacity development for core services, placement suitability determination
VACANT, Program Officer, Atlantic Central Region	0.45	7,472		7,472	7,472		7,472	7,770		7,770	7,770		7,770	30,484		30,484	29,312		29,312	Performs on-site monitoring and is a point of contact on social service issues, capacity development for core services, placement suitability determination
Sara Lubetsky, Program Manager, Pacific West Region	0.45	5,562		5,562	5,562		5,562	5,784		5,784	5,784		5,784	22,692		22,692	22,032		22,032	Assists the Regional team in monitoring oversight of R&P activities
Jessica Shih, Program Manager, Atlantic Central Region	0.45	5,616		5,616	5,616		5,616	5,841		5,841	5,841		5,841	22,914		22,914	22,032		22,032	Assists the Regional team in monitoring oversight of R&P activities
Christopher Bujara, Budget Officer (former)																	24,742		24,742	Responsible for the network budget and financial management
Hiwot Bekele, Budget Officer	0.35	8,313		8,313	8,313		8,313	8,645		8,645	8,645		8,645	33,916		33,916				Responsible for the network budget and financial management
TBD, Department Manager	0.60	8,550		8,550	8,550		8,550	8,892		8,892	8,892		8,892	34,884		34,884	26,300		26,300	Supports the Vice President, Deputy Vice President and the Department at large
Meghan Krumholz, Program Administrator (former)																	22,861		22,861	Manages special projects
Jennifer Chan, Program Administrator	0.50	5,548		5,548	5,548		5,548	5,770		5,770	5,770		5,770	22,636		22,636				Manages special projects
Abigail Clark, Program Officer, Information Systems	0.30	5,446		5,446	5,446		5,446	5,664		5,664	5,664		5,664	22,220		22,220	21,366		21,366	Oversees IRIS/ETO, manage the IRC's instance of IRIS, coordinates IRIS trainings, represents IRC at monthly IRIS meetings, analyze R&P data, and create custom queries and reports
Quintin Scott, IT Project Manager	0.05	1,041		1,041	1,041		1,041	1,082		1,082	1,082		1,082	4,245		4,245	24,612		24,612	Manage technical activities related to IRIS/ETO integration
Sumita Chandrasekhar, Software Training Specialist	0.30	4,479		4,479	4,479		4,479	4,658		4,658	4,658		4,658	18,274		18,274	18,003		18,003	Create training materials and conduct trainings related to IRIS/ETO
Adnan Suvalic, Software Developer	0.12	2,891		2,891	2,891		2,891	3,007		3,007	3,007		3,007	11,796		11,796	11,341		11,341	Assists with integrating IRIS with ETO and other IRC systems
Kristy Gladfelter, Senior Technical Advisor, Strategy and Learning	0.20	4,154		4,154	4,154		4,154	4,320		4,320	4,320		4,320	16,948		16,948	16,230		16,230	Oversees and designs training for staff providing R&P services
Kasra Movahedi, Technical Advisor, Economic Empowerment	0.10	2,294		2,294	2,294		2,294	2,386		2,386	2,386		2,386	9,360		9,360	8,670		8,670	Provides technical assistance to R&P staff in the areas of cultural orientation, employability and US workplace standards
Johannes (Hans) Van de Weerd, Deputy Vice President																	14,280		14,280	Responsible for overall R&P program quality, supervising pre-and-post-arrival functions, ensuring coordination between headquarters and field operations and providing leadership to the IRC US Programs Department
Katie Donohue, TA, Women's Protection & Empowerment	0.10	2,085		2,085	2,085		2,085	2,168		2,168	2,168		2,168	8,506		8,506				Providing technical assistance to R&P staff in the areas of Women Protection and Empowerment

RECEPTION & PLACEMENT PROGRAM
FY2016 National Management Budget Detail

FY:	2016
Agency:	International Rescue Committee
Date:	10/16/2015

Proposed FY2016 National Management Budget																				
		October - December 2015			January - March 2016			April - June 2016			July - September 2016			FY2016 Total			FY2015 Estimated Total			Comments
		Federal Funding (PRM)	Non-Federal Funding	TOTAL	Federal Funding (PRM)	Non-Federal Funding	TOTAL	Federal Funding (PRM)	Non-Federal Funding	TOTAL	Federal Funding (PRM)	Non-Federal Funding	TOTAL	Federal Funding (PRM)	Non-Federal Funding	TOTAL	Federal Funding (PRM)	Non-Federal Funding	TOTAL	
Annie Bonz, TA, Mental Health	0.10	1,970		1,970	1,970		1,970	2,049		2,049	2,049		2,049	8,038		8,038				Providing technical assistance to R&P staff in the areas of Mental Health
Total FTEs (Federal Funding - PRM)																				
FRINGE BENEFITS		82,449		82,449	82,449		82,449	85,595		85,595	85,745		85,745	336,237		336,237	319,897		319,897	
Fringe Benefits @ 29.50% of Salaries		82,449		82,449	82,449		82,449	85,595		85,595	85,745		85,745	336,237		336,237	319,897		319,897	Fringe benefits calculated at 29.50% of salaries
TRAVEL		13,066		13,066	13,066		13,066	55,466		55,466	57,962		57,962	139,560		139,560	127,827		127,827	
PRM Hosted Meetings		1,180		1,180	1,180		1,180	1,181		1,181	1,181		1,181	4,722		4,722	6,888		6,888	For two allocation meeting to Washington, DC estimated at \$491 each, or \$982; one allocations orientation in Washington, DC for 2 HQ staff estimated at \$491 per staff, or \$982; one admissions conference for 1 staff at \$1,675 per staff; and one Cultural Orientation meeting in Washington, DC for one HQ staff estimated at \$1,083
Monitoring and Tech Assistance		10,115		10,115	10,115		10,115	10,115		10,115	10,114		10,114	40,459		40,459	40,440		40,440	For a portion of required monitoring and technical assistance trips. See budget narrative for breakdown of monitoring and technical assistance trips.
Conference and Training								42,399		42,399	44,897		44,897	87,296		87,296	71,055		71,055	45% of case management conference for 60 staff, or \$42,399; and 50% of executive directors conference for 33 staff, or \$35,927; 75% of monitoring conference for 13 staff, or \$8,970. See budget narrative breakdown.
Meetings		1,771		1,771	1,771		1,771	1,771		1,771	1,770		1,770	7,083		7,083	9,444		9,444	For R&P related trips to Washington, DC and Baltimore, MD for staff participating in PRM-related meetings. See attached budget narrative for breakdown of meetings.
EQUIPMENT/FURNITURE		901		901	2,203		2,203	900		900	900		900	4,904		4,904	10,214		10,214	
Depreciation		901		901	901		901	900		900	900		900	3,602		3,602	3,110		3,110	For portion of furniture and equipment depreciation based on an FTE allocation method
Laptops					1,302		1,302							1,302		1,302	7,104		7,104	For replacement of 1 computer used by R&P staff
OFFICE SUPPLIES		48		48	48		48	47		47	47		47	190		190	960		960	
Consumable Supplies		48		48	48		48	47		47	47		47	190		190	960		960	Consumable Supplies calculated at \$15.8 per month or \$190

RECEPTION & PLACEMENT PROGRAM
FY2016 National Management Budget Detail

FY:	2016
Agency:	International Rescue Committee
Date:	10/16/2015

	Proposed FY2016 National Management Budget																			Comments
		October - December 2015			January - March 2016			April - June 2016			July - September 2016			FY2016 Total			FY2015 Estimated Total			
		Federal Funding (PRM)	Non-Federal Funding	TOTAL	Federal Funding (PRM)	Non-Federal Funding	TOTAL	Federal Funding (PRM)	Non-Federal Funding	TOTAL	Federal Funding (PRM)	Non-Federal Funding	TOTAL	Federal Funding (PRM)	Non-Federal Funding	TOTAL	Federal Funding (PRM)	Non-Federal Funding	TOTAL	
PROFESSIONAL FEES		1,250		1,250	1,250		1,250	1,250		1,250	1,250		1,250	5,000		5,000	18,016		18,016	25% of enhancement and maintenance services for a database to facilitate volunteer recruitment, retention and support
Volunteer Website Maintenance		1,250		1,250	1,250		1,250	1,250		1,250	1,250		1,250	5,000		5,000	18,016		18,016	
SPACE/UTILITIES		46,786		46,786	46,786		46,786	46,786		46,786	46,797		46,797	187,155		187,155	169,249		169,249	
Rent		37,057		37,057	37,057		37,057	37,057		37,057	37,059		37,059	148,230		148,230	129,406		129,406	For a portion of rent based on an FTE allocation method.
Utilities, Facilities Maintenance, Storage		4,290		4,290	4,290		4,290	4,290		4,290	4,293		4,293	17,163		17,163	18,857		18,857	For a portion of utilities and maintenance costs based on an FTE allocation method.
Communications		3,606		3,606	3,606		3,606	3,606		3,606	3,609		3,609	14,427		14,427	13,944		13,944	For a portion of communication costs based on an FTE allocation method.
Postage/Shipping		1,833		1,833	1,833		1,833	1,833		1,833	1,836		1,836	7,335		7,335	7,042		7,042	For a portion of postage/shipping costs based on an FTE allocation method.
OTHER (requires detail)		31,761		31,761	31,761		31,761	31,761		31,761	193,183		193,183	288,466		288,466	230,969		230,969	
Amortization		3,834		3,834	3,834		3,834	3,834		3,834	3,834		3,834	15,336		15,336	12,506		12,506	For a portion of office leasehold improvement amortization based on an FTE allocation method.
Printing		157		157	157		157	157		157	159		159	630		630	605		605	For a portion of office printing based on an FTE allocation method.
IT & Software Maintenance		1,065		1,065	1,065		1,065	1,065		1,065	1,067		1,067	4,262		4,262	1,717		1,717	For a portion of IT & Software Maintenance based on an FTE allocation method.
IRIS Software License/Maintenance											161,418		161,418	161,418		161,418	120,000		120,000	FY16 yearly maintenance of the IRIS system from LIRS.
ETO Software License/Maintenance		18,563		18,563	18,563		18,563	18,563		18,563	18,561		18,561	74,250		74,250	67,500		67,500	For yearly maintenance of the ETO system for post-arrival service tracking.
Miscellaneous		603		603	603		603	603		603	603		603	2,412		2,412	2,311		2,311	For a portion of miscellaneous expenses that include dues and registration, subscriptions, bank fees, etc. based on an FTE allocation method.
General Insurance		7,539		7,539	7,539		7,539	7,539		7,539	7,541		7,541	30,158		30,158	26,330		26,330	For a portion of general insurance based on an FTE allocation method.
TOTAL DIRECT COST		455,747		455,747	457,049		457,049	511,957		511,957	676,546		676,546	2,101,299		2,101,299	1,961,529		1,961,529	
																				IRC's indirect cost recovery rate is 8.54%. ICR has been calculated for both HQ and field expenses: HQ costs of \$2,101,299 times 8.54%, or \$179,451, plus field costs of 10,590 arrivals times \$2,025 per capita times 8.54%, or \$1,831,382, for a total ICR of \$2,010,833. Indirect charges cover a portion of IRC's headquarters administrative costs including management personnel and related charges, audit cost and USG compliance unit. Total Overhead: \$2,010,833.
OVERHEAD @ 8.54%		502,708		502,708	502,708		502,708	502,708		502,708	502,709		502,709	2,010,833		2,010,833	1,924,029		1,924,029	
GRAND TOTAL		958,455		958,455	959,757		959,757	1,014,665		1,014,665	1,179,255		1,179,255	4,112,132		4,112,132	3,885,558		3,885,558	

International Rescue Committee, Inc., FY2016 Reception & Placement Budget Narrative
Revised September 23rd, 2015

National Management Budget Summary

IRC's FY16 budget (attached) includes indirect cost recovery (ICR) for all funds received by PRM, both for headquarters and for field costs. All R&P field costs are included as part of the ICR calculation as all field sites are part of IRC's single corporate entity. IRC HQ raises considerable non-federal resources to support R&P clients, both during the R&P period and in the critical months beyond as clients integrate into American life and access other services. Private resources raised at HQ and in the field contribute to client well-being; to the salaries of HQ and field staff working on the R&P program; and, to support the infrastructure for HQ and field R&P programming. IRC expects to contribute approximately \$1 million in non-federal cash resources in FY16 to support the R&P program as needed. Actual amounts will be determined during the fiscal year.

Class Category	Amount
a. Personnel/Fringe Benefits	\$1,476,024
b. Travel	\$139,560
c. Equipment/Furniture	\$4,904
d. Office Supplies	\$190
e. Professional Fees	\$5,000
f. Space/Utilities	\$187,155
g. Other	\$288,466
h. Total Direct Cost	\$2,101,299
i. Indirect Costs	\$2,010,833
j. Grand Total	\$4,112,132

a) Personnel/Fringe Benefits Expenses

- 0.50 Senior Director for Processing and Resettlement Programs provides oversight and quality assurance of IRC's implementation of the Reception and Placement program through management of the HQ resettlement and processing teams, collaboration with Regional Directors, and serving as a focal point for PRM and related working groups at an annual base salary of \$132,600, or \$66,300;
- 0.55 Director for Resettlement Programs to support the management and implementation of the Reception and Placement program through ongoing technical assistance as well as monitoring and contractual oversight at an annual base salary of \$86,700, or \$47,686;
- 0.85 FTE Program Officer for Reception and Resettlement Programs, who coordinates technical support to R&P programming, overseas R&P training efforts, manage R&P report tracking and analysis and conducts onsite monitoring and compliance review, at an annual base salary of \$67,021 or \$56,968;
- 0.10 FTE Program Officer for Resettlement Programs, who conducts onsite monitoring and compliance review and ensures the R&P clients are effectively transitioned to other relevant programs at the end of the R&P period, at an annual base salary of \$71,400 or \$7,140;
- 0.10 FTE Program Officer for Resettlement Programs, who conducts onsite monitoring and compliance review and ensures the R&P clients are effectively transitioned to other relevant programs at the end of the R&P period, at an annual base salary of \$60,600 or \$6,060;

- 0.50 FTE Program Manager for Resettlement Programs, who provides logistical and operational support to monitoring and compliance review processes as well as in-person and remote field staff training; manage distribution of training and compliance communication to field office, at an annual base salary of \$49,939 or \$24,970;
- 1.00 FTE Director for Processing, who manages all processing operations, represents IRC at allocations meetings and resettlement committees, at an annual base salary of \$107,078, or \$107,078;
- 1.00 FTE Arrivals Specialist, who manages arrivals process and is liaison with IOM, at an annual base salary of \$77,560, or \$77,560;
- 1.00 FTE Processing Specialist, who manages pre-arrival processing, assists travel specialist, assists with R&P reports, enters data, manages unit supplies, archives data, at an annual base salary of \$61,368, or \$61,368;
- 1.00 FTE Processing Specialist, who manages pre-arrival processing, assists travel specialist, assists with R&P reports, enters data, manages unit supplies, archives documents, at an annual base salary of \$67,764, or \$67,764;
- 1.00 FTE Processing Specialist, who manages pre-arrival processing, assists travel specialist, assists with R&P reports, enters data, manages unit supplies, archives documents, at an annual base salary of \$62,868, or \$62,868;
- 0.75 FTE Program Officer for Data Quality Management, who manages pre-arrival processing and reporting, and is the primary WRAPS contact, at an annual base salary of \$60,600, or \$45,450;
- 1.00 FTE Processing Coordinator, who manages pre-arrival processing, enters data, collects I-94s, manages mail, at an annual base salary of \$59,968, or \$59,968;
- 1.00 FTE Processing Assistant, who assists in all areas of pre-arrival processing, at an annual base salary of \$52,592, or \$52,592;
- 0.20 FTE Senior Director, Resource Acquisition & Management, who oversees grant reporting and compliance and liaises with PRM and other resettlement agencies on grant management issues, at an annual base salary of \$133,926 or \$26,786;
- 0.50 FTE Program Officer for Development, who provides technical assistance for community resource development and compiles reports, at an annual base salary of \$63,478, or \$31,738;
- 0.25 FTE Senior Program Officer for Volunteer Operations, who oversees training and best practices for volunteers providing R&P services, at an annual base salary of \$80,580, or \$20,146;
- 0.20 FTE Program Officer for Development, who assists the HQ team in monitoring oversight of Reception and Placement activities, at an annual base salary of \$63,478, or \$12,696;
- 0.05 FTE Associate Director, Resource Acquisition & Management, who assists with grant reporting and compliance, at an annual base salary of \$102,000, or \$5,100.
- 0.45 FTE Program Officer for the Pacific West Region, who performs onsite monitoring and is a point of contact on social service issues, capacity development for core services, placement suitability determination, at an annual base salary of \$72,526, or \$32,636;
- 0.45 FTE Program Officer for the Atlantic Central Region, who performs onsite monitoring and is a point of contact on social service issues, capacity development for core services, placement suitability determination, at an annual base salary of \$67,742, or \$30,484;
- 0.45 FTE Program Manager for the Pacific West Region, who assists the Regional team in monitoring oversight of Reception and Placement activities, at annual base salary of \$50,429, or \$22,692;

- 0.45 FTE Program Manager for the Atlantic Central Region, who assists the Regional team in monitoring oversight of Reception and Placement activities, at annual base salary of \$50,918, or \$22,914;
- 0.35 FTE Budget Officer, who is responsible for the network budget and financial management, at an annual base salary of \$96,900, or \$33,916;
- 0.60 FTE Department Manager, who supports Vice President, Deputy Vice President, and the Department at large, at an annual base salary of \$58,140, or \$34,884;
- 0.50 FTE Program Administrator, who manages special projects, at an annual base salary of \$45,270, or \$22,636;
- 0.30 FTE Program Officer for Information Systems, who will oversee rollout of IRIS/ETO, manage the IRC's instance of IRIS, coordinate IRIS trainings, represent IRC at monthly IRIS partner meetings, analyze R&P data, and create custom queries and reports, at an annual base salary of \$74,070, or \$22,220;
- 0.05 FTE IT Project Manager to manage technical activities related to IRIS/ETO rollout and integration at an annual base salary of \$84,912, or \$4,245;
- 0.30 FTE Software Training Specialist to create training materials and conduct trainings related to IRIS/ETO rollout at an annual base salary of \$60,913, or \$18,274;
- 0.12 FTE Software Developer, who will assist with integrating IRIS with ETO and other IRC systems, at an annual base salary of \$98,307, or \$11,796;
- 0.20 FTE Senior Technical Advisor for Strategy and Learning, who oversees and designs training for staff providing R&P services, at an annual base salary of \$84,734, or \$16,948;
- 0.10 FTE Technical Advisor for Economic Empowerment, who provides technical assistance to R&P staff in the areas of cultural orientation, employability and US workplace standards, at an annual base salary of \$93,608, or \$9,360;
- 0.10 FTE Technical Advisor for Women's Protection and Empowerment, who provides technical assistance to R&P staff in the areas of Women Protection and Empowerment, at an annual base salary of \$85,061, or \$8,506;
- 0.10 FTE Technical Advisor for Mental Health, who provides technical assistance to R&P staff in the areas of Mental Health, at an annual base salary of \$80,371, or \$8,038;

Total Personnel: **\$1,139,787.**

Fringe Benefits are calculated using the following percentages: Medical and dental benefits 10.48%; FICA & Medicare 5.51%; retirement plan 6.93%; workers compensation & evacuation insurance 2.17%; life and AD&D insurance 1.07%; and other insurance and benefits 3.34%. The total IRC network benefits rate for eligible full time salaries is 29.5%. Total Fringe Benefits: **\$336,237.**

Total Personnel/Fringe Benefits: **\$1,476,024.**

b) Travel:

- **PRM Hosted Meetings:** For two allocation meetings to Washington, DC estimated at \$491 each or \$982; one allocations orientation in Washington, DC for 2 HQ staff estimated at \$491 per staff, or \$982; and one admissions conference in Washington, DC for 1 HQ staff estimated at \$1,675 per staff including train fare of \$350 per person, lodging for 4 nights at \$225 per person or \$900, per-diem for 5 days at \$71 per person or \$355, ground transportation at \$70 per person, or \$1,675; one Cultural Orientation meeting in Washington, DC for one HQ staff estimated at \$1,083, including train fare of \$350, lodging for 2 nights at \$225 per night or \$450, per-diem for 3 days at \$71 per day or \$213, ground transportation of \$70.
Total Allocations: \$4,722.

- **Monitoring and Tech Assistance:** for a portion of required monitoring and technical assistance trips.
 - Thirteen monitoring trips to 1) Tucson, AZ; 2) Los Angeles, CA; 3) Sacramento, CA; 4) Oakland, CA; 5) San Jose, CA; 6) Turlock, CA; 7) Miami, FL; 8) Tallahassee, FL; 9) Atlanta, GA; 10) Garden City, KS; 11) Baltimore, MD; 12) Silver Spring, MD; 13) Abilene, TX for two staff members budgeted at \$550 per round-trip airfare at 75% of total cost of \$14,300, or \$10,725; lodging at \$133 per night for 4 nights at 75% of total cost of \$13,832, or \$10,374; per diem at \$65 per day times 5 days at 75% of total cost of \$8,450, or \$6,338; ground transportation at \$200 per person per trip at 75% of total cost of \$5,200, or \$3,900. The total cost of thirteen monitoring trips at 75% of total cost of \$41,782, or \$31,337.
 - Two technical assistance trips for one staff member budgeted at \$550 per round-trip airfare, or \$1,100; lodging at \$150 per night for 3 nights, or \$900; per diem at \$64 per day times 4 days, or \$512; ground transportation at \$200 per trip, or \$400. The total cost of two technical assistance trips is \$2,912.
 - One technical assistance circuit ride for one HQ staff and four field case management staff budgeted at \$550 per round-trip airfare, or \$2,750; lodging at \$150 per night for 2 nights, or \$1,500; per diem at \$64 per day times 3 days, or \$960; ground transportation at \$200 per trip, or \$1,000. The total cost of one technical assistance circuit ride trip is \$6,210.

Total Monitoring and Technical Assistance: \$40,459.

- **Conferences/Training:** for a portion of R&P related conferences and trainings.
 - Forty-Five (45%) percent of one case management/employment conference for 50 field staff (46 traveling by air and 4 traveling by car from nearby locations) and 10 headquarters staff and external presenters, calculated at \$700 round-trip airfare per person for 56 staff or \$39,200; lodging at \$142 per night for 3 nights per person for 60 people or \$25,560; per diem at \$71 per person per day for 60 people times 4 days, or \$17,040; meeting space/equipment rental calculated at \$2,000 for 4 days, or \$8,000; ground transportation at \$70 per person per round-trip for 56 people, or \$3,920; and supplies at \$500. A portion of the total cost of one case management conference for 50 field staff and 10 headquarters staff and external presenters budgeted at \$94,220 at 45%, or \$42,399.
 - Fifty (50%) percent of one executive directors' conference for 23 executive directors and 10 headquarters staff and external presenters (5 travelling by train and 28 travelling by air) calculated at \$700 per round-trip airfare and \$350 per roundtrip train fare, or \$21,350; lodging at \$229 per night for 4 nights, or \$30,228; per diem at \$71 per day times 5 days, or \$11,715; space and equipment rental calculated at \$1,437.5 for 4 days or \$5,750; ground transportation at \$70 per person per trip, or \$2,310; and supplies at \$500. A portion of the total cost of one executive director's conference for 23 executive directors and 10 headquarters staff budgeted at \$71,853 at 50%, or \$35,927.
 - Seventy-Five (75%) percent of monitoring conference for 8 headquarters staff (5 travelling by air and staying overnight and 3 making day trips by car from nearby locations) and 5 field staff calculated at \$700 per round-trip airfare for 10 people, or \$7,000; lodging at \$142 per night for 2 nights, or \$2,840; per diem at \$71 per day times 2 days, or \$1,420; ground transportation at \$70 per person per trip, or \$700. A portion of the total cost of one monitoring conference for 8 headquarters staff and 5 field staff budgeted at \$11,960 at 75%, or \$8,970.
 - Total Conferences/Training for 106 people: \$87,296.

- **Meetings** budgeted for R&P related trips to Washington, DC for staff participating in PRM-related meetings and IRIS related trips to Baltimore, MD.
 - Two trips of Senior Director, Resettlement Programs to Washington, DC budgeted at \$350 per round-trip air fare, or \$700; lodging at \$225 per night, or \$450; per diem at \$71 per day times 4 days, or \$284; ground transportation at \$70 per trip, or \$140. The total cost of two trips of Senior Director for Resettlement to Washington is \$1,574.
 - Two trips of Vice President for US Programs to Washington, DC budgeted at \$350 per round-trip air fare, or \$700; lodging at \$225 per night, or \$450; per diem at \$71 per day times 4 days, or \$284; ground transportation at \$70 per trip, or \$140. The total cost of two trips of Vice President to Washington is \$1,574.
 - Two trips of Senior Director, Resource Acquisition to Washington, DC budgeted at \$350 per round-trip air fare, or \$700; lodging at \$225 per night, or \$450; per diem at \$71 per day times 4 days, or \$284; ground transportation at \$70 per trip, or \$140. The total cost of two trips of Senior Director, Resource Acquisition to Washington is \$1,574.
 - Three trips of Director, Refugee Processing to Washington, DC budgeted at \$350 per round-trip air fare, or \$1,050; lodging at \$225 per night, or \$675; per diem at \$71 per day times 6 days, or \$426; ground transportation at \$70 per trip, or \$210. The total cost of three trips of Director, Refugee Processing to Washington is \$2,361.

Total Meetings: \$7,083.

Total Travel: **\$139,560.**

- c) **Equipment/Furniture** for a portion of depreciation at \$800.50 per month for 12 months at 37.5%, or \$3,602; for the purchase of one computer at \$1,302 per computer, or \$1,302.

Total Equipment/Furniture: **\$4,904.**

- d) **Supplies** for consumable office supplies including paper, pens, pencils, notebooks, file folders, binders, labels, paper clips, binder clips, tape, and toner based on FTE allocation method, at \$15.8 per month for twelve months, or \$190.

Total Office Supplies: **\$190.**

- e) **Professional Fees** consulting fees for enhancement and maintenance of web-based volunteer database budgeted at 25% of total cost of \$20,000 or \$5,000.

Total Professional Fees: **\$5,000**

- f) **Space/Utilities** expenses include a portion of occupancy at \$32,940 per month for twelve months at 37.5%, or \$148,230; a portion of utilities, facilities maintenance and storage at \$3,814 per month for twelve months at 37.5%, or \$17,163; a portion of phone, fax and internet at \$3,206 per month for twelve months at 37.5%, or \$14,427; a portion of postage at \$1,630 per month for twelve months at 37.5%, or \$7,335.

Total Space/Utilities: **\$187,155.**

- g) **Other** expenses include a portion of a portion of leasehold improvement amortization at \$3,408 per month for 12 months at 37.5%, or \$15,336; a portion of printing charges at \$140 per month for 12 months at 37.5%, or \$630; software purchases/agreements/maintenance at \$947 per month for twelve months at 37.5%, or \$4,262; yearly maintenance fee for IRIS system at \$161,418; 50% of the annual subscription and maintenance fee for ETO software at \$148,500 or \$74,250; a portion of miscellaneous expenses that include dues and registration, subscriptions, bank fees etc., at \$536 per month for 12 months at 37.5%, or \$2,412; general insurance at \$6,702 per month for 12 months at 37.5%, or \$30,158.

Total Other: **\$288,466.**

- h) **Total Direct Cost: \$2,101,299.**

- i) **Indirect Costs** IRC's indirect cost recovery rate is 8.54%. ICR has been calculated for both HQ and field expenses: HQ costs of \$2,101,299 times 8.54%, or \$179,451, plus field costs of 10,590

arrivals times \$2,025 per capita times 8.54%, or \$1,831,382, for a total ICR of \$2,010,833. Indirect charges cover a portion of IRC's headquarters administrative costs including management personnel and related charges, audit cost and USG compliance unit. Total Overhead: **2,010,833.**

j) Grand Total: \$4,112,132.

Application for Federal Assistance SF-424*** 1. Type of Submission:**

- ☐ Preapplication
- ☒ Application
- ☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
- ☐ Continuation
- ☐ Revision

*** If Revision, select appropriate letter(s):***** Other (Specify):***** 3. Date Received:**

06/22/2015

4. Applicant Identifier:**5a. Federal Entity Identifier:****5b. Federal Award Identifier:****State Use Only:****6. Date Received by State:****7. State Application Identifier:****8. APPLICANT INFORMATION:***** a. Legal Name:**

International Rescue Committee, Inc.

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

13-5660870

*** c. Organizational DUNS:**

0788549400000

d. Address:*** Street1:**

122 East 42nd Street

Street2:

12th Floor

*** City:**

New York

County/Parish:*** State:**

NY: New York

Province:*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

10168-1289

e. Organizational Unit:**Department Name:****Division Name:****f. Name and contact information of person to be contacted on matters involving this application:****Prefix:**

Ms.

*** First Name:**

Jennifer

Middle Name:*** Last Name:**

Sime

Suffix:**Title:**

Vice President, US Programs

Organizational Affiliation:*** Telephone Number:**

212-551-2924

Fax Number:*** Email:**

Jennifer.Sime@rescue.org

Application for Federal Assistance SF-424*** 9. Type of Applicant 1: Select Applicant Type:**

M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

Type of Applicant 2: Select Applicant Type:**Type of Applicant 3: Select Applicant Type:***** Other (specify):***** 10. Name of Federal Agency:**

Bureau of Population, Refugees and Migration

11. Catalog of Federal Domestic Assistance Number:

19.510

CFDA Title:

U.S. Refugee Admissions Program

*** 12. Funding Opportunity Number:**

PRM-PRMUSRAP-16-001

*** Title:**

FY2016 Notice of Funding Opportunity for Reception and Placement Program

13. Competition Identification Number:

PRM-PRMUSRAP-16-001-052584

Title:**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

IRC FY2016 Reception and Placement Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant <input type="text" value="NY-14"/>	* b. Program/Project <input type="text" value="NY-14"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: <input type="text" value="10/01/2015"/>	* b. End Date: <input type="text" value="09/30/2016"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="4,334,973.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="4,334,973.00"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> .	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: <input type="text"/>	* First Name: <input type="text" value="Nancy"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Otterstrom"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="Senior Director, Global Grants & Contracts"/>	
* Telephone Number: <input type="text" value="212-551-3065"/>	Fax Number: <input type="text"/>
* Email: <input type="text" value="nancy.otterstrom@rescue.org"/>	
* Signature of Authorized Representative: <input type="text" value="Floor de Ruijter"/>	* Date Signed: <input type="text" value="06/22/2015"/>

Application for Federal Assistance SF-424

Version 02

* 1. Type of Submission:

- ☐ Preapplication
- ☒ Application
- ☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
- ☐ Continuation
- ☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify)

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

* 5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

International Rescue Committee, Inc.

* b. Employer/Taxpayer Identification Number (EIN/TIN):

13-5660870

* c. Organizational DUNS:

078854940

d. Address:

* Street1:

122 East 42nd Street

Street2:

12th Floor

* City:

New York

County:

* State:

New York

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

10168

e. Organizational Unit:

Department Name:

US Programs

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

* First Name:

Jennifer

Middle Name:

* Last Name:

Sime

Suffix:

Title:

Vice President, US Programs

Organizational Affiliation:

* Telephone Number:

212-551-2924

Fax Number:

* Email:

Jennifer.Sime@rescue.org

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type:

M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Bureau of Population, Refugees and Migration

11. Catalog of Federal Domestic Assistance Number:

19.510

CFDA Title:

U.S. Reception and Placement Program

* 12. Funding Opportunity Number:

PRM-PRMUSRAP-16-001

* Title:

FY 2016 Funding Opportunity Announcement for Reception and Placement Program

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

* 15. Descriptive Title of Applicant's Project:

IRC FY2016 Reception and Placement Program

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

* a. Applicant NY-14

* b. Program/Project NY-14

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date: 10/1/2015

* b. End Date: 09/30/2016

18. Estimated Funding (\$):

* a. Federal 4,112,132

* b. Applicant 0

* c. State 0

* d. Local 0

* e. Other 0

* f. Program Income 0

* g. TOTAL 4,112,132

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

☐ Yes ☒ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name: DanusiaMiddle Name:

* Last Name: Dzierzbinski

Suffix:

* Title: Acting Co-CFO/Controller

* Telephone Number: 212-551-2914

Fax Number:

* Email: Danusia.Dzierzbinski@rescue.org

* Signature of Authorized Representative: 

* Date Signed: 9/23/15

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Standard Form 424 (Revised 10/2005)
Prescribed by OMB Circular A-102

Application for Federal Assistance SF-424

Version 02

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

BUDGET INFORMATION - Non-Construction Programs**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.Reception and Place	19.510	\$	\$	\$ 4,112,132.00	\$	\$ 4,112,132.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 4,112,132.00	\$ 0.00	\$ 4,112,132.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)		
a. Personnel	\$	\$	\$ 1,139,787.00	\$	\$ 1,139,787.00
b. Fringe Benefits			336,237.00		336,237.00
c. Travel			139,560.00		139,560.00
d. Equipment			4,904.00		4,904.00
e. Supplies			190.00		190.00
f. Contractual					0.00
g. Construction			0.00		0.00
h. Other			480,621.00		480,621.00
i. Total Direct Charges (sum of 6a-6h)	0.00	0.00	2,101,299.00	0.00	2,101,299.00
j. Indirect Charges			2,010,833.00		2,010,833.00
k. TOTALS (sum of 6i and 6j)	\$ 0.00	\$ 0.00	\$ 4,112,132.00	\$ 0.00	\$ 4,112,132.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	\$ 0.00
9.				0.00
10.				0.00
11.				0.00
12. TOTAL (sum of lines 8-11)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 4,112,132.00	\$ 1,028,033.00	\$ 1,028,033.00	\$ 1,028,033.00	\$ 1,028,033.00
14. Non-Federal	0.00				
15. TOTAL (sum of lines 13 and 14)	\$ 4,112,132.00	\$ 1,028,033.00	\$ 1,028,033.00	\$ 1,028,033.00	\$ 1,028,033.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16-19)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges: \$2,101,299	22. Indirect Charges: \$2,010,833
23. Remarks: Indirect charges at 8.54% of \$23,546,049 (\$2,101,299 National Management and \$21,444,750 of per capita based on 10,590 proposed arrivals).	

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in *Column* (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g)

For new applications, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 - Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Line 6a-i - Show the totals of Lines 6a to 6h in each column.

Line 6j - Show the amount of indirect cost.

Line 6k - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount, Show under the program

INSTRUCTIONS FOR THE SF-424A (continued)

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8-11 Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) - Enter the contribution to be made by the applicant.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) - Enter totals of Columns (b), (c), and (d).

Line 12 - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19 - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL <i>Nancy Overman</i>	TITLE <i>Sr. Director, Global Grants</i>	
APPLICANT ORGANIZATION <i>International Rescue Committee, Inc.</i>	DATE SUBMITTED <i>June 22, 2015</i>	

THE IRC WAY

Standards for Professional Conduct

This document describes the core principles or standards that guide the work of the IRC. It delineates three values that provide a framework for IRC staff conduct and sets the organization's expectations for all IRC staff (employees, volunteers and interns) around the world.

INTEGRITY

At IRC, we are open, honest and trustworthy in dealing with beneficiaries, partners, co-workers, donors, funders, and the communities we affect.

- We work to build the trust of the communities in which we work and sustain the trust earned by our reputation in serving our beneficiaries.
- We recognize that our talented and dedicated staff are our greatest asset and we conduct ourselves in ways that reflect the highest standards of organizational and individual conduct.
- Throughout our work, IRC respects the dignity, values, history, religion, and culture of those we serve.
- We respect equally the rights of women and men and we do not support practices that undermine the human rights of anyone.
- We refrain from all practices that undermine the integrity of the organization including any form of exploitation, discrimination, harassment, retaliation or abuse of colleagues, beneficiaries, and the communities in which we work.
- We do not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.
- We accept funds and donations only from sources whose aims are

consistent with our mission, objectives, and capacity, and which do not undermine our independence and identity.

- We support human rights consistent with the UN Universal Declaration of Human Rights* and The Convention on the Rights of the Child.**
- We rigorously enforce the UN Secretary General's Bulletin on the Protection from Sexual Exploitation and Abuse of Beneficiaries.***
- IRC recognizes its obligation of care for all IRC staff and assumes their loyalty and cooperation.

SERVICE

At IRC, our primary responsibility is to the people we serve.

- As a guiding principle of our work, IRC encourages self-reliance and supports the right of people to fully participate in decisions that affect their lives.
- We create durable solutions and conditions that foster peace, stability and social, economic, and political development in communities where we work.
- We design programs to respond to beneficiaries' needs including emergency relief, rehabilitation, protection of human rights, post-conflict development, resettlement, and advocacy on their behalf.

- We seek to adopt best practices and evidence-based indicators that demonstrate the quality of our work.
- We endorse the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief. ****

ACCOUNTABILITY

At IRC, we are accountable - individually and collectively - for our behaviors, actions and results.

- We are accountable and transparent in our dealings with colleagues, beneficiaries, partners, donors, and the communities we affect.
- We strive to comply with the laws of the governing institutions where we work.
- We maintain and disseminate accurate financial information and information on our goals and activities to interested parties.
- We are responsible stewards of funds entrusted to our use.
- We integrate individual accountability of staff through the use of performance evaluations.
- We utilize the resources available to our organization in order to pursue our mission and strategic objectives in cost effective ways.
- We strive to eliminate waste and unnecessary expense, and to direct all possible resources to the people we serve.

If you believe that any IRC employee, volunteer or intern is acting in a manner that is inconsistent with these Standards, please notify a supervisor or the confidential helpline Ethicspoint, www.ethicspoint.com or call Ethicspoint toll-free (866) 654-6461 in the U.S./call collect (503) 352-8177 outside the U.S. There will be no retaliation against any person who raises concerns that are based on good faith belief of improper conduct. An intentionally false report or a failure to report conduct that is known to violate these standards may result in disciplinary action.

*www.un.org/en/documents/udhr **treaties.un.org/pages/ViewDetails.aspx?src=TREATY&mtidsg_no=IV-11&chapter=4&lang=en
 www.un.org/en/pseatactforce/index.shtml *www.ifrc.org/publicat/conduct



**THE U.S. DEPARTMENT OF STATE
STANDARD TERMS AND CONDITIONS
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I. Introduction

The recipient and any sub-recipient must, in addition to the assurances and certifications made as part of the award, comply with all applicable terms and conditions during the project period.

II. Order of Precedence

In the event of any inconsistency between provisions of the award, the inconsistency will be resolved by giving precedence in the following order:

- A. Applicable laws and statutes of the United States, including any specific legislative provisions mandated in the statutory authority for the award.
- B. Code of Federal Regulations (CFR)
- C. Standard Terms and Conditions
- D. Award Specifics
- E. Other documents and attachments

III. Controlling Language

In accordance with 2 CFR 200.111, it is the Department of State's policy that English is the official language of all award documents. If an award or any supporting documents are provided in both English and a foreign language, it must be stated in each version that the English language version is the controlling version.

IV. Department of State (DOS) Responsibilities

DOS has overall responsibility for Department-funded awards, including providing oversight for technical, programmatic, financial and administrative performance.

Agency Award Administrator - Grants Officer (GO)

The GO is responsible for all actions on behalf of the DOS, including entering into, changing, or terminating an award. The GO is authorized by a warrant issued by the Procurement Executive in the Office of the Procurement Executive. In addition, the GO is responsible for administrative coordination and liaison with the recipient.

The GO is the only person authorized to approve changes in any of the requirements in the award. In the event the recipient effects any change at the direction of any person other than the GO, the change(s) will be considered to have been made without authority and no adjustment will be made in the amount of the award to cover any increase in costs incurred as a result thereof.

Agency Program Contact - Grants Officer Representative (GOR)

In accordance with DOS standard policy, the GO is responsible for all aspects of the award, but may designate technically qualified personnel to join in the administration of grants. The GOR is delegated by the GO and responsible for the programmatic, technical, and/or scientific aspects of the award. Recipients should direct any correspondence related to programmatic and budgetary issues to both the GO and GOR.

V. Recipient Responsibilities and Compliance with Federal Requirements

The recipient is responsible for notifying DOS of any significant problems relating to the administrative, programmatic or financial aspects of the award.

The recipient has full responsibility for the management of the project or activity supported under the award and for adherence to Federal regulations and the award terms and conditions. Although the recipient is encouraged to seek the advice and opinion of the GO and/or the GOR on special problems that may arise, such advice does not diminish the recipient's responsibility for making prudent and sound administrative judgments under the circumstances prevailing at the time the decision was made and should not imply that the responsibility for operating decisions has shifted to DOS.

Recipient Key Personnel:

Within thirty (30) days after the date of execution of the award, the recipient must furnish names, titles, and brief biographical sketches (if these have not been previously furnished), including information on the education and experience of key personnel in charge of the award project and other key professional and supervisory personnel; i.e., the members of the professional staff in a program supervisory position engaged for or assigned to duties under the award to the Grants Officer. The recipient must also provide similar information for Executive officer personnel that may subsequently be assigned by the recipient to perform duties in connection with the award. Any changes, prolonged absences, or significant adjustments of total time devoted to the award project of any listed personnel should be brought to the attention of the GO and requires prior written approval.

Sub-Recipient Flow Down Requirement:

In accordance with 2 CFR 330, terms and conditions flow down to all sub-recipients, and must be appropriately addressed in the performing organization's sub-award instrument. All cost reimbursement subawards (subgrants, subcontracts, etc.) are subject to those Federal cost principles applicable to the particular organization concerned.

Administrative and Allowable Cost Requirements:

All recipients shall comply with the following terms and conditions unless otherwise specified in the award

Certain applicable Federal administrative standards are incorporated by reference. Appropriate officials are made aware that electronic copies containing the complete text of the circulars are available on the Government Printing office www.ecfr.gov website and specifically at: http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

In addition, all 2 CFR references are available on the Department of State's website at: <https://statebuy.state.gov>.

The principal investigator(s) or project director(s) shall receive a copy of the terms and conditions, including the award -specific requirements, and any subsequent changes in the terms and conditions.

The appropriate recipient officials shall be made aware of the terms and conditions made available by DOS in electronic form at <https://statebuy.state.gov> and may be duplicated, copied or otherwise reproduced as appropriate.

This provision does not alter the recipient's full responsibility for conduct of the project and compliance with all terms and conditions.

VI. Confidentiality of Information

Confidential information, as used in this Provision, means:

1. Information or data of a personal nature about an individual that, if released, would constitute a clearly unwarranted invasion of personal privacy.

In addition to the types of confidential information described above, information which might require special consideration with regard to the timing of its disclosure may derive from studies or research, during which public disclosure of preliminary invalidated findings could create erroneous conclusions which might threaten public health or safety if acted upon.

The Grants Officer and the Recipient may, by mutual consent, identify elsewhere in this award specific information and/or categories of information which the Government will furnish to the Recipient or that the Recipient is expected to generate which is confidential. Similarly, the Grants Officer and the Recipient may, by mutual consent, identify such confidential information from time to time during the performance of the agreement.

If it is established that information to be utilized under this award is subject to the Privacy Act, the Recipient will follow the rules and procedures of disclosure set forth in the

Privacy Act of 1974, and implementing regulations and policies, with respect to systems of records determined to be subject to the Privacy Act.

Written advance notice of at least 45 calendar days will be provided to the Grants Officer of the Recipient's intent to release findings of studies or research, which have the possibility of adverse effects on the public or the Federal agency, as described above. If the Grants Officer does not pose any objections in writing within the 45-calendar day period, the recipient may proceed with disclosure.

Whenever the Recipient is uncertain with regard to the proper handling of material under the Federal award, or if the material in question is subject to the Privacy Act or is confidential information subject to this Provision, the Recipient shall obtain a written determination from the Grants Officer prior to any release, disclosure, dissemination, or publication.

VII. Conflict of Interest and Federal Assistance Awards

The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of federal awards. No employee, officer, or agent must participate in the selection, award, or administration of a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a federal award. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from federal awards or parties to federal awards. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

The non-Federal entity must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity. If the effects of the potential or actual conflict of interest cannot be avoided, neutralized, or mitigated before award, the employee, officer or agent must recuse themselves from participating in the award. Where there is an organizational conflict, the prospective recipient is not eligible for the award.

If a potential or actual conflict of interest is identified after award and the effects cannot be avoided, neutralized or mitigated, the Federal awarding agency will terminate the award unless continued performance is determined to be in the best interest of the Federal government.

VIII. Liability

The recipient shall hold and save the Government, its officers, agents and employees. harmless from all liability of any nature or kind, including costs and expenses, for or on account of any or all suits for damage sustained by any person or persons or property by virtue of performance of this award.

Notification of Award for Similar Program

The recipient must immediately provide written notification to the Grants Officer's Representative and the Grants Officer in the event that, subsequent to an award, other Federal financial assistance is received relative to that particular project award.

Protocol and Decorum

During the term of an award, the recipient will be associated with the Government in such a manner that the recipient's actions will reflect upon the Government and the United States. Therefore, the recipient will be held accountable for appropriate protocol and decorum during the award period of performance.

IX. Financial Management System (FMS) Requirements

Recipients must adhere to the Code of Federal Regulations (2 CFR 200.300 – 303) standards for financial management systems and methods for making payments, and rules for satisfying cost sharing and matching requirements, accounting for program income, budget revision approvals, making audits, determining allowability of costs, and establishing funds availability.

X. Payments

Payment methods shall minimize the time elapsing between the transfer of funds from the U.S. Treasury and the issuance or redemption of checks, warrants, or payment by other means by the recipients. Payment methods of State agencies or instrumentalities shall be consistent with Treasury-State Cash Management Improvement Act (CMIA) agreements or default procedures codified at 31 CFR Part 205.

Advances.

Recipients may to be paid in advance, provided they maintain or demonstrate the willingness to maintain:

1. Written procedures that minimize the time elapsing between the transfer of funds and disbursement by the recipient, and
2. Financial management systems that meet the standards for fund control and accountability as established in 2 CFR Parts 200 and 600

Requirements and Procedures.

Whenever possible, advances shall be consolidated to cover anticipated cash needs for all awards made by the Department of State to the recipient.

In order of preference, advance payment mechanisms include:

1. Electronic funds transfer (EFT) via the Department of Health & Human Services (HHS) Payment Management System (PMS);
2. Department of State-issued electronic funds transfers (EFT); and
3. Treasury check.

Payment by a means other than through PMS must be authorized by the Department.

Forms.

Unless otherwise specified in these Terms and Conditions, only the following forms shall be authorized for the recipients in requesting advances and reimbursements.

The Department shall not require more than an original and two copies.

1. SF-270, Request for Advance or Reimbursement. Requests for Treasury check advance payment shall be submitted on SF-270, —Request for Advance or Reimbursement, or other forms as may be authorized by OMB. This form is not to be used when Treasury check advance payments are made to the recipient automatically through the use of a predetermined payment schedule or if precluded by special Department of State instructions for electronic funds transfer.
2. Payments under the award will be made through the U.S. Department of Health and Human Services Payment Management System (PMS-SMARTLINK). PMS-SMARTLINK can also be accessed at the following address:
<http://www.dpm.psc.gov>

If Recipients need further assistance, they are to contact the GO identified on form DS-1909. Recipients should request funds based on immediate disbursement requirements and disburse funds as soon as possible to minimize the Federal cash on hand in accordance with the policies established by the U.S. Treasury Department and mandated by OMB.

XI. Period of Availability of Funds

The project period under the award is indicated on the award cover sheet (Form DS-1909). The recipient may charge to the award only allowable costs resulting from obligations incurred during the project period. However, the funds shall be available for

closeout activities and the recipient shall liquidate all obligations incurred under the award not later than 90 days after the project period.

XII. Indirect Costs

Indirect costs will not be allowable charges against this Grant unless specifically included as a line item in the approved budget for this award.

Indirect cost recovery for any actual indirect costs incurred by the Recipient which are greater than the indirect cost line item in the approved award budget is limited up to the award amount.

A non-profit organization which has not previously established an indirect cost rate with a Federal agency, that believes the DOS should be its cognizant agency, shall submit its initial indirect cost proposal immediately after the organization is advised that an award will be made and, in no event, later than three months after the effective date of the award. For all NICRA and indirect rate inquiries please contact AQM-NICRA@state.gov.

If a dispute arises in a negotiation of an indirect cost rate between DOS and the non-profit organization, the dispute shall be resolved in accordance with the appeals procedures of the Department of State issuing Bureau point of contact for NICRAs.

XIII. Publication for Professional Audiences

Any publications or articles resulting from the award must acknowledge the support of the Department of State and will include a disclaimer of official endorsement as follows: “This [article] was funded [in part] by a grant from the United States Department of State. The opinions, findings and conclusions stated herein are those of the author[s] and do not necessarily reflect those of the United States Department of State”. The recipient must ensure that this disclaimer be included on all brochures, flyers, posters, billboards, or other graphic artwork that are produced under the terms of the award.

Seal/Logo.

The Department of State’s seal may not be used by recipients without the express written permission of the United States Department of State.

XIV. Branding and Marking Strategy

As a condition of receipt of this assistance award, all materials produced pursuant to the award, including training materials, materials for recipients or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under this agreement, including but not limited to invitations to events, press materials, event backdrops, podium signs, etc. must be marked appropriately with the standard U.S. flag in a size and prominence equal to (or greater than) any other logo or identity.

Sub recipients and subsequent tier sub-award agreements are subject to the marking requirements and the recipient shall include a provision in the sub recipient agreement indicating that the standard, rectangular U.S. flag is a requirement.

In the event the recipient does not comply with the marking requirements as established in the approved assistance agreement, the Grants Officer Representative and the Grants Officer must initiate corrective action with the Recipient.

XV. Travel

All Federal Government-financed international air transportation must be accomplished by U.S. Flag air carriers or U.S. code sharing to the extent that service by those carriers is available. These circumstances are outlined below:

1. The United States – European Open Skies Air Transport Agreement (U.S.-E.U. Open Skies Agreement) is a bilateral/multilateral agreement that allows federal funded transportation services to use foreign air carriers under specific circumstances. Due to recent modifications to the U.S. – E.U. Open Skies Agreement, the Department's travel policy has been amended.
2. The modified agreement allows travelers to:
 - a. Use EU carriers if the travelers are not eligible to use City Pair Fares. Examples would be recipients and sub recipients of Federal Awards traveling between points not reflected in the approved Federal Award budget.
 - b. Use EU carriers between points in the United States and points OUTSIDE of the EU when there is no City Pair Fare on the route or the traveler is not eligible to use the fare. In essence, this allows travelers to compare costs and select between an EU and U.S. flag carrier when the flight originates, arrives in, or stops in any of the EU countries.
 - c. For additional information regarding these issues, we invite the non-federal entity to review the frequently asked questions posted on our A/LM website at http://almopsttm.a.state.gov/EU_OPEN_SKIES_AMENDMENT_FAQ.asp or contact "TransportationQuery@state.gov."

For information on other "open skies" agreements in which the United States has entered, please refer to GSA's website at <http://www.gsa.gov/portal/content/103191>.

Refer to the electronic Code of Federal Regulations as codified published in Title 41 CFR 301.10, "Public Contracts and Property Management, Transportation Expenses" to obtain entire Fly America Act regulatory guidance on following website address: www.gpoaccess.gov/cfr/index.html

XVI. Prohibition Against Assignment

Notwithstanding any other provision of an award, the recipient must not transfer, pledge, mortgage, or otherwise assign the award, or any interest therein, or any claim arising thereunder, to any party or parties, bank trust companies, or other financing or financial institutions.

XVII. Post-Award Requirements for Closeout

Closeout procedures require:

1. submission by the grant recipient of final financial and program reports within ninety (90) calendar days after the project period end date;
2. reconciliation of all cost or expenditure discrepancies;
3. prompt payment of allowable costs;
4. immediate collection of any unexpended funds or disallowed costs;
5. de-obligation of excess funds; and
6. disposition of property and/or equipment acquired under the award.

The recipient must make every effort to obtain its Final Indirect Rate from its cognizant agency. The settlement for any upward or downward adjustment to the Federal share of costs for provisional NICRA rates will be based on the recipient's submission of its Final SF-425 and, for rate increases, the availability of funds remaining in the award obligation. Unrecovered indirect costs may be considered cost share or matching with prior approval of the Grants Officer.

If the recipient organization does not have its Final Rate within 12 months after the end of the project period end date, the Grants Officer shall proceed with close-out after which all funds remaining in the obligation shall be deobligated.

XVIII. Monitoring and Reporting Requirements

Monitoring

Annual Reconciliation of Continuing Assistance Awards. DOS must reconcile multi-year awards at least annually and evaluate program performance and financial reports. Items to be reviewed include a comparison of the recipient's work performance to its progress reports and project expenditures.

Reporting Requirements

Performance Progress Report (PPR). Completion of the PPR "coversheet" is mandatory for awards of \$100,000 or more. The Department recommends that the PPR cover sheet is used for all federal assistance awards under this amount; the requirement to submit the

PPR cover sheet will be specified in the bureau/program-specific portion of these terms and conditions.

Financial Reporting

1. The Department requires recipients to use the SF-425 or SF-425A to report the status of funds for all non-construction projects or programs, unless an equivalent form has been prescribed by the Grants Officer and approved by the OMB and the Office of the Procurement Executive (A/OPE) (e.g., Form DS-2028 for the A/OPR/OS-Office of Overseas Schools).
2. The Department shall determine the frequency of the Financial Status Report for each project or program, considering the size and complexity of the particular project or program.
3. A final performance and financial report shall be required 90 days after the period of performance of the award.

Reporting Sub awards and Executive Compensation

Reporting of first-tier sub awards.

1. Applicability. Unless the recipient is exempt as provided under exemptions of this award term, the recipient must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a sub award to an entity (see definitions of this award term).
2. Where and when to report.
 - i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.
 - ii. For sub award information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
3. What to report. The recipient must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

Reporting Total Compensation of Recipient Executives.

1. Applicability and what to report. the recipient must report total compensation for each of the five most highly compensated executives for the preceding completed fiscal year, if -
 - i. the total Federal funding authorized to date under this award is \$25,000 or more;
 - ii. in the preceding fiscal year, the recipient received—
 - (A) 80 percent or more of the annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub awards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub awards); and

- (C) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
2. Where and when to report. The recipient must report executive total compensation described in paragraph 1. of this award term:
 - i. As part of your registration profile at <http://www.ccr.gov>.
 - ii. By the end of the month following the month in which this award is made, and annually thereafter.

Reporting of Total Compensation of Sub recipient Executives.

1. Applicability and what to report. Unless the recipient is exempt as provided in exemptions of this award term, for each first-tier sub recipient under this award, the recipient shall report the names and total compensation of each of the sub recipient's five most highly compensated executives for the sub recipient's preceding completed fiscal year, if—
 - i. in the sub recipient's preceding fiscal year, the sub recipient received—
 - A. 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and sub awards); and
 - B. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and sub awards); and
 - C. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)
2. Where and when to report. The recipient must report sub recipient executive total compensation described in paragraph 1. of this award term:
 - i. To the recipient.
 - ii. By the end of the month following the month during which the sub award is made. For example, if a sub award is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), the recipient must report any required compensation information of the sub recipient by November 30 of that year.

Exemptions

If, in the previous tax year, gross income, from all sources, was under \$300,000, the recipient are exempt from the requirements to report: Sub awards; and the total compensation of the five most highly compensated executives of any sub recipient.

Definitions.

For purposes of this award term:

1. Entity means all of the following, as defined in 2 CFR part 25:
 - i. A Governmental organization, which is a State, local government, or Indian tribe;
 - ii. A foreign public entity;
 - iii. A domestic or foreign nonprofit organization;
 - iv. A domestic or foreign for-profit organization;
 - v. A Federal agency, but only as a sub recipient under an award or sub award to a non-Federal entity.
2. Executive means officers, managing partners, or any other employees in management positions.
3. Sub award:
 - i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible sub recipient.
 - ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. ____ .210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
 - iii. A sub award may be provided through any legal agreement, including an agreement that you or a sub recipient considers a contract.
4. Sub recipient means an entity that:
 - i. Receives a sub-award from you (the recipient) under this award; and
 - ii. Is accountable to you for the use of the Federal funds provided by the sub award.
5. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or sub recipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
 - i. Salary and bonus.
 - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
 - v. Above-market earnings on deferred compensation which is not tax-qualified.
 - vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

XIX. Retention and Access Requirements for Records

The recipient must maintain financial records, supporting documents, statistical records, and all other records pertinent to an award for a period of three years from the date of submission of the final expenditure report. For awards that are renewed quarterly or annually, the retention period is from the date of the submission of the quarterly or annual financial report as authorized by the Department. The Department must request transfer of certain records to its custody from Recipients when it determines that the records possess long-term retention value. However, in order to avoid duplicate recordkeeping, DOS may make arrangements for Recipients to retain any records that are continuously needed for joint use.

Timely and Unrestricted Access. DOS authorized officials, the Inspector General, Comptroller General, or any of their duly authorized representatives have the right of timely and unrestricted access to any books, documents, papers, or other records of recipients that are pertinent to the award, in order to make audits, examinations, excerpts, transcripts, and copies of such documents. This right also includes timely and reasonable access to a recipient's personnel for the purpose of interview and discussion related to such documents. The rights of access in this paragraph are not limited to the required retention period, but must last as long as records are retained.

XX. Audits

For all DOS awards to a U.S. based non-federal entity, regardless of business type, the recipients are subject to the audit requirements found in 2 CFR Part 200 Subpart F. In addition, the recipients are subject to the audit requirements found in the Single Audit Act of 1984, 31 U.S.C. 7501-7507.

Non-Federal entities that expend \$750,000 or more in a year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the revised circular.

The Inspector General or any of his or her duly authorized representatives shall have access to any pertinent books, documents, papers and records of the recipient. Information accessible to the Inspector General includes written, printed, recorded, produced, or reproduced by any mechanical, magnetic, or other process or medium. DOS reserves the right to make audits, inspections, excerpts, transcriptions or other examinations as authorized by law of the recipients' documents and facilities.

The data collection form and the reporting package shall be submitted to the following address:

Federal Clearinghouse
Bureau of the Census
1201 E. 10th Street
Jeffersonville, IN 47132

DOS and its authorized representatives have the legally enforceable right to examine, audit, and copy, at any reasonable time, all records in DOS possession pertaining to the award.

Audits of Foreign Recipient Organizations

All Foreign organizations that expend \$750,000 or more in a fiscal year in Department of State federal assistance must perform an independent, recipient-contracted Single Audit or Program Specific Audit.

Program-specific Audit – means an audit of one Federal award program. Single Audit – means an audit which includes both the entity’s financial statements and the Federal Awards to be conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS).

The audits must be independently and professionally executed in accordance with GAGAS either prescribed by a government’s Supreme Audit Institution with auditing standards approved by the Comptroller General of the United States, or in accordance with the host country’s laws or adopted by the host country’s public accountants or associations of public accountants, together with generally accepted international auditing standards. However, foreign entity audits consistent with International Standards for Auditing or other auditing standards are acceptable with the Grants Officer’s approval.

For sub-recipients expending \$750,000 or more in Department of State award funding during their fiscal year, Department of State standard audit provisions require that Prime recipients certify that audits of sub-recipients are performed annually and according to the standards described above.

The cost of audits may be charged either as an allowable direct cost to the award, or included in the organizations established indirect costs in the award’s detailed budget.

XXI. Debarment and Suspension

Debarment and suspension are discretionary actions that, taken in accordance with this subpart, are appropriate means to effectuate this policy.

1. The serious nature of debarment and suspension requires that these sanctions be imposed only in the public interest for the Government’s protection and not for purposes of punishment. Agencies shall impose debarment or suspension to protect

the Government's interest and only for the causes and in accordance with the procedures set forth in 2 CFR Part 180 subparts A Through I and 2 CFR Part 601

2. When more than one agency has an interest in the debarment or suspension of a recipient, the Interagency Committee on Debarment and Suspension, established under Executive Order 12549, and authorized by Section 873 of the National Defense Authorization Act for Fiscal Year 2009 (Pub. L. 110-417), shall resolve the lead agency issue and coordinate such resolution among all interested agencies prior to the initiation of any suspension, debarment, or related administrative action by any agency.

The recipient certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated; and
4. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this award.

XXII. Termination

Awards may be terminated in whole or in part if any of the circumstances stated below:

National Security or Foreign Policy Interests

By DOS, if at any time DOS determines that continuation of all or part of the funding for a program should be suspended or terminated because such assistance is not consistent with the national security or foreign policy interests of the United States, or would be in violation of an applicable law. In such cases, DOS may, following notice to the recipient, suspend or terminate the award in whole or in part and prohibit the recipient from incurring additional obligations

chargeable to the award other than those costs specified in the notice of suspension. If a suspension is affected and the situation causing the suspension continues for 60 days or more, then DOS may terminate the award in whole or in part on written notice to the recipient and cancel any portion of the award which has not been disbursed or irrevocably committed to third parties.

By Mutual Agreement

When DOS wishes to terminate a project, the GO will issue, in writing, a termination notice to the recipient's authorized representative with a copy to the project manager and the GOR. The recipients may terminate their performance of a project in whole or in part. When both parties agree that continuation of the project would not produce results commensurate with further expenditure of funds or for any other reason, the award may be terminated by mutual consent. The recipients may terminate the project after the authorized representative advises the GO in writing; and concurrently sends a copy to the GOR. Within 30 days after receipt of a request by either party for termination by mutual agreement, the other party will provide an appropriate written response. The two parties must agree upon the termination conditions, including the effective date, and, in the case of partial termination, the portion to be terminated. The recipient must not incur new obligations for the terminated portion after the effective date and must cancel as many outstanding obligations as possible. DOS will allow full credit to the recipients for the Federal Share of the obligations that cannot be cancelled properly incurred by the recipients prior to termination.

For Cause

DOS reserves the right to terminate the award in whole or in part at any time before the project period end date, whenever it is determined that the recipients have failed to comply with the conditions of the award. However, if DOS determines in the case of partial termination that the reduced or modified portion of the award will not accomplish the purposes for which the award was made, it may terminate the award in its entirety.

DOS must promptly notify the recipients in writing of the determination and reasons for the termination, together with the effective date. Payments made to recipients or recoveries by DOS awards terminated for cause must be in accordance with the legal rights and liabilities of the parties.

XXIII. Certification Regarding Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 22 CFR Part 138, for persons entering into a grant or cooperative agreement over \$100,000, the applicant certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the

making of any Federal Cooperative Agreement, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

XXIV. Section 504 of the Rehabilitation Act

Section 504 of the Rehabilitation Act provides that no otherwise qualified individual with a disability in the United States, shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance. A recipient of federal financial assistance must provide programs and services in a manner that does not discriminate based on disability and ensures equal access and opportunity for people with disabilities.

For the purpose of Section 504, the term individual with a disability means any person who (a) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (b) has a record of such impairment, or (c) is regarded as having such impairment.

XXV. Equal Protection of the Laws for Faith-Based and Community Organizations

The recipient may not discriminate against any beneficiary or prospective beneficiary under this award on the basis of religion or belief:

Accordingly, in providing services supported in whole or in part by this agreement or in its outreach activities related to such services, the recipient may not discriminate against

current or prospective program beneficiaries on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

The Federal Government must implement Federal programs in accordance with the Establishment Clause and the Free Exercise Clause of the First Amendment to the Constitution. Therefore, if the recipient engages in explicitly religious activities, including activities that involve overt religious content such as **worship, religious instruction, and proselytization**, it must perform such activities and offer such services at a different time or location from any programs or services directly funded by this award, and participation by beneficiaries in any such explicitly religious activities must be voluntary.

If the recipient makes sub-awards under this agreement, faith-based organizations should be eligible to participate on the same basis as other organizations, and should not be discriminated against on the basis of their religious character or affiliation.

XXVI. Religious Persecution

The recipient must ensure that its personnel take into account in their work the considerations reflected in the International Religious Freedom Act concerning country-specific conditions, the right to freedom of religion, methods of religious persecution practiced in foreign countries, and applicable distinctions within a country between the nature of and treatment of various religious practices and believers.

XXVII. Minority Business Participation, Executive Order 12432

In accordance with Executive Order 12432, Minority Business Enterprise Development, DOS encourages the recipients to utilize minority business enterprises in the performance of the award. When contracting for any supplies, services, research, or construction under the award, the recipients must make their best efforts to solicit bids, proposals, or quotations from minority business enterprises.

A minority business enterprise is defined as a business that is at least 51 percent owned by one or more minority individuals, or in the case of any publicly owned business, at least 51 percent of the voting stock is owned by one or more minority individuals. The daily business operations are likewise managed by a minority owner. A minority individual is defined as a U.S. citizen who has been subjected to racial or ethnic prejudice or cultural bias because of his or her identity as a member of this group without regard to his or her individual qualities. Such groups include, but are not limited to: Black [African] Americans, Hispanic Americans, Native Americans, and Asian-Pacific Americans.

XXIII. Trafficking in Persons

In accordance with Section 106(g) of the Trafficking Victims Protection Act, as amended, DOS is authorized to terminate the award, contract, or cooperative agreement, without penalty, if the recipients or any sub recipient; or the contractor or any subcontractor:

- A. Engages in severe forms of trafficking in persons or has procured a commercial sex act during the period of the time the award or, contract, or cooperative agreement is in effect, or:
 - i. Procure a commercial sex act during the period of time that the award is in effect; or
 - ii. Use forced labor in the performance of the award or sub-awards under the award.
- B. The Department may unilaterally terminate this award, without penalty, if you or a sub recipient that is a private entity —
 - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in this award term through conduct that is either—
 - Associated with performance under this award; or
 - Imputed to you or the sub recipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement),” as implemented by our agency at *[agency must insert reference here to its regulatory implementation of the OMB guidelines in 2 CFR part 180 (e.g., “2 CFR part XX”)]*.
- C. Provision applicable to a recipient other than a private entity. The Department may unilaterally terminate this award, without penalty, if a sub recipient that is a private entity -
 - i. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
 - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
 - iii. Associated with performance under this award; or
 - iv. Imputed to the sub recipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement),” as implemented by our agency at *[agency must insert reference here to its regulatory implementation of the OMB guidelines in 2 CFR part 180 (e.g., “2 CFR part XX”)]*.

Provisions applicable to any recipient.

- i. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph A.1. of this award term.

Our right to terminate unilaterally that is described in paragraph A.2. or B. of this section: Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and;

- ii. Is in addition to all other remedies for noncompliance that are available to us under this award.

You must include the requirements of paragraph A.1 of this award term in any sub award you make to a private entity.

XXIX. Blocking Property and Prohibiting Transactions Who Commit, Threaten To Commit, or Support Terrorism, Executive Order 13224

Executive Order 13224 designated certain individuals and entities that commit or pose a significant risk of committing terrorist acts and authorized the Secretary of State to designate additional individuals and entities.

The Order also authorized the Secretary of the Treasury to designate additional individuals and entities that provide support or services to, are owned or controlled by, act for or on behalf of, or are “otherwise associated with,” an individual or entity who has been designated in or under the order. All property and interests in property of the individual or entity in the United States or in the possession or control of United States persons are blocked. The order prohibits all transactions and dealings in blocked property or interests in the United States or by United States persons, and also prohibits transactions with, and provision of support for, individuals or entities listed in or subject to the Order.

The recipients should be aware of Executive Order 13224 and the names of the individuals and entities designated thereunder. A list of these names can be found in the exclusions section of the SAM.gov. The web site is: <http://www.sam.gov>.

The recipients are reminded that U.S. Executive Order and U.S. laws prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the recipient/contractor to ensure compliance with these Executive Orders and laws.

**Quarterly Status Report
Reception and Placement Program
SPRMC016CAXXX
Summary**

Organization:

Reporting Period:

Federal Expenditures	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Total
National Management Expenses - Direct	\$0	\$0	\$0	\$0		\$0
National Management Expenses - Indirect	\$0	\$0	\$0	\$0	\$0	\$0
Per Capita Expenses -- Affiliates	\$0	\$0	\$0	\$0	\$0	\$0
Per Capita Expenses -- Refugees	\$0	\$0	\$0	\$0	\$0	\$0
Total (Equates to Line 10e of SF-425)	\$0	\$0	\$0	\$0	\$0	\$0

Recipient Share	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Total
Non-Federal Funds -Direct	\$0	\$0	\$0	\$0		\$0
Non-Federal Funds - Indirect	\$0	\$0	\$0	\$0		\$0
Non-Federal Fund Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
Total (Equates to Line 10j of SF-425)	\$0	\$0	\$0	\$0	\$0	\$0

Summary of Arrivals/Per Capita Earned	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Total
Total Number of Refugee Arrivals						0
Total Per Capita Earned		\$0	\$0	\$0		\$0

Indirect Cost Calculation	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Total
National Management Base		\$0				\$0
Per Capita Base		\$0				\$0
Total Indirect Cost Base	\$0	\$0	\$0	\$0	\$0	\$0
Indirect Cost Rate	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0

Quarterly Status Report
Reception and Placement Program
SPRMC016CAXXX
National Management

Organization:

Reporting Period:

Federal Funds	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Total
Personnel/Fringe Benefits					\$0
Travel					\$0
Equipment					\$0
Office Supplies					\$0
Professtional Fees					\$0
Space/Utilities					\$0
Other					\$0
Subtotal, Direct	\$0	\$0	\$0	\$0	\$0
Indirect Costs (From Summary)		\$0	\$0	\$0	\$0
Total, National Management	\$0	\$0	\$0	\$0	\$0

Non-Federal Funds	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Total
Personnel/Fringe Benefits					\$0
Travel					\$0
Equipment					\$0
Office Supplies					\$0
Professtional Fees					\$0
Space/Utilities					\$0
Other					\$0
Subtotal, Direct	\$0	\$0	\$0	\$0	\$0
Indirect Costs (Rate= xx.xx%)					\$0
Total	\$0	\$0	\$0	\$0	\$0

Total	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Total
Personnel/Fringe Benefits	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$0	\$0	\$0	\$0	\$0
Professtional Fees	\$0	\$0	\$0	\$0	\$0
Space/Utilities	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Subtotal, Direct	\$0	\$0	\$0	\$0	\$0
Indirect Costs (Rate= xx.xx%)	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0

Quarterly Status Report
Reception and Placement Program
SPRMC016CAXXX
Per Capita Expenses

Organization:
Reporting Period:

Per Capita Income Earned	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Total
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0

Per Capita Expenditures- Affiliates	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Total
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0

Per Capita Expenditures- Refugees	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Total
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0

Non-Federal Fund Expenditures	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Total
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Affiliate RPC Code and City						\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0